This job posting is open for Egyptian nationals only

Terms of Reference

Program Assistant, Peacebuilding

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<tr>
<th>Project Title:</th>
<th>Consolidating Peace, Security and Stability in Africa VII</th>
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<tr>
<td>Post Title:</td>
<td>Program Assistant, Peacebuilding</td>
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<tr>
<td>Contract Duration:</td>
<td>4 months (1 December 2021-31 March 2022)</td>
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<td>Implementing Partner:</td>
<td>Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding (CCCPA)</td>
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<td>Application Deadline:</td>
<td>25 November 2021</td>
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I. Project Background:

Anchored in the outcomes of the Aswan Forum and the TICAD 7, including the NAPSA, this project will contribute to accelerating the operationalization of the paradigm shift to resilience and the development-peace nexus.

It will focus on building and strengthening African national, regional, and continental ownership and capacities to prevent, respond and manage conflicts, and to effectively deliver post-conflict reconstruction and development efforts. It will also support continental efforts to build and sustain peace more effectively, utilizing and operationalizing the various tools at its disposal across the peace continuum.

The project will aim at advancing the AU-UN partnership on issues related to peace, security, and development through innovative approaches and the critical capacities needed in 4 key areas (project outputs):

- Enhanced African and Arab communities’ resilience to Radicalization and Extremism Leading to Terrorism (PRELT) and Disarmament, Demobilization and Reintegration (DDR)
- Enhanced African and Arab capacities in Peacekeeping
- Enhanced African and Arab capacities in Conflict Prevention and Sustaining Peace
- Enhanced African & Arab capacities in addressing forced migration and combating human trafficking and smuggling of migrants

Output 3: Enhanced African and Arab Capacities in Conflict Prevention and Sustaining Peace:

Through trainings/workshops, this output will contribute to capacitating national, regional and continental actors with the necessary knowledge and skills in conflict prevention and sustaining peace. Among the various objectives under this thematic area, is a focus on advancing an enhanced understanding of climate-sensitive conflict prevention and peacebuilding, including adequate policy responses, strategies, national mechanisms and programs, drawing on best practices and lessons learned from local, national, regional, continental and international interventions in the region.

Under the supervision of the Program Officer, the Program Assistant provides operational and administrative assistance to the Program Officer and performs a variety of administrative, coordination and logistical services in support of the operations of the Program including the following:

II. Duties and Responsibilities:

The Program Assistant’s tasks and responsibilities include, but are not limited to the following:

- Prepare training kits and folders and share them with participants in a timely manner;
- Draft responses to daily correspondence, including to Egyptian Ministries;
- Coordinate registration process and act as a contact person for the participants at CCCPA activities;
- Take minutes of meetings as required;
- Contribute to electronic filing of documents related to the department;
- Coordinate the translation, proofreading and editing of documents as required;
- Maintain contact database;
- Assist other team members in preparing and formatting documents, including PowerPoint presentations and training and workshop agendas;
- Assist in outreach to potential donors, including through development of project documents and concept notes;
- Arrange and schedule meetings with various stakeholders and partners, including following up with them prior to the event;
- Support in the preparation of MoUs and LoAs;
- Other tasks as required.

III. **Education**
University degree in political science, international relations, economics, business administration, law, migration studies or equivalent is a must.

IV. **Work Experience**
At least 1 year work experience (including internships) is required for this job. Previous experience in program/project admin would be a strong asset.

V. **Languages**
Mastery of Arabic, and English is required. An additional language, especially French is an asset.

VI. **Additional Competencies:**
- Proven note taking and writing ability;
- Excellent communication (oral & written) and interpersonal skills. Ability to act with tact, diplomacy, discretion and respect for confidentiality;
- Proficiency in MS Office Suite (Word, Excel, etc);
- Ability to work in a team;
- Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment;
- Ability to work with a high degree of accuracy and attention to details.

VII. **Assessment Method**
Evaluation of qualified candidates for this position will include a substantive assessment followed by a competency-based interview with the CCCPA Director General.

Please address applications to applications@cairopeacekeeping.org with the subject. Heading “Program Assistant (PB)”. Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.
Compensation is commensurate with qualifications and experience.