

***This job posting is open for Egyptian nationals only***

**Terms of Reference**

**Administration Officer**

**Project Title:** Consolidating Peace, Security and Stability in Africa

**Post Title:** Administration Officer

**Contract Duration:** 12 months (1 April 2018 - 31 March 2019) with possible extension

**Project Duration:** 1 April 2018 – 31 March 2019

**Implementing Partner:** Cairo International Center for Conflict Resolution,  
Peacekeeping and Peacebuilding (CCCPA)

**Application Deadline:** **22 April 2018**

***I. Background:***

Today's conflicts are deadlier, costlier and more protracted, with civilians – most notably women and children – bearing the brunt of war. Conflict dynamics are also becoming increasingly complex, so are their connections to other threats to peace and security, most notably terrorism, organized crime, forced migration and mass movement of people.

This could not be truer than in the case of Africa. The continent has witnessed an unforeseen relapse to conflict in some countries and rising tensions in others. Terrorist threats have grown in scope and complexity, with organizations such as Boko Haram and Al-Shabab expanding beyond Nigeria and Somalia, leading to thousands of mainly civilian deaths.

A once-in-a-generation global episode of forced migration and internal displacement is hitting Africa the most. Of a global total of 60 million migrants, 34 million are African, mostly women and children, and 63% of cross-border movements of people are taking place within the continent.

As a result, the global and African responses need to evolve. A renewed focus on conflict prevention and resolution necessitate new investments in early warning, crisis management and mediation capacities. Peacekeeping needs to become more effective, and peacekeepers must be trained to meet emerging operational realities. Disarmament, Demobilization and Reintegration (DDR) programs need to evolve to be fit for purpose in asymmetrical conflict environments, where much of the violence is perpetuated by terrorist and criminal organizations. African capacities to prevent radicalization and extremism leading to terrorism and to combat human trafficking and smuggling of migrants need to be strengthened.

This project will contribute to enhancing African capacities to prevent, manage and resolve conflicts, and to combat transnational threats and challenges to peace and security in Africa. Specifically, the project will contribute to achieving the following two outcomes: a) developing and advancing new approaches in peacebuilding; and b) bridging emerging capacity gaps and addressing new and urgent needs in the field.

Based on a thorough and comprehensive analysis of the evolving threat environment in Africa and the critical capacity gaps needed to prevent conflict and sustain peace, this project aims to develop innovative approaches and the critical capacities needed in four key areas (project outputs):

1. Enhancing African communities' resilience to radicalization and extremism leading to terrorism;
2. Enhancing African capacities in peacekeeping;
3. Enhancing African capacities in conflict prevention and resolution; and
4. Enhancing African capacities in combating transnational threats and organized crime.

Under the supervision of the Project Manager, the **Administration Officer** will be responsible for the activities outlined under CCCPA's work plan.

***II. Duties and Responsibilities:***

- Coordinates and manages the Director and Deputy Director's schedule of appointments.
- Receives and manages daily incoming correspondence addressed to the Director and Project Manager and ensures that all administrative requirements are fulfilled and coordinated as necessary.
- Regularly updates the center's contact database.
- Types and edits documents/correspondence/meeting minutes as requested while respecting the confidentiality of center and its activities.
- Maintains general office files and keeps information and references in order.
- Organizes and coordinates all relevant documents and information for each event attended by the Director and handles the logistical arrangement of his travel.
- Supervises and monitors CCCPA staff members' annual and sick leave.
- Responsible for the procurement of office stationery & supplies including the preparation of requests for quotations, bids analysis and purchase.
- Other tasks as assigned.

**III. Competencies:**

- Ability to conduct him/herself in a professional manner;
- Excellent administrative skills are required and strong qualities in working with teams.
- Organizational skills: ability to deal 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 detail;
- 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).

**IV. Education**

University degree (Bachelor's degree or equivalent) in Business or Public Administration, Management, Accounting, Finance, or related fields would be an asset.

**V. Work Experience**

At least 5 years experience in administration and human resources support. Strong communications skills (both spoken and written) and excellent IT skills and knowledge of basic MS office applications are a must.

**VI. Languages**

Mastery of Arabic and English are required. A third language would be a valuable asset.

**VII. Assessment Method**

Evaluation of qualified candidates for this position will include a substantive assessment, which will be followed by a competency-based interview with CCCPA management.

Please address applications to [applications@cairopeacekeeping.org](mailto:applications@cairopeacekeeping.org) with the subject heading "**Administration Officer Vacancy**". Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.

Compensation is commensurate with qualifications and experience.

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