

This job posting is open for Egyptian nationals only

Terms of Reference

Operations Officer

Project Title: Consolidating Peace, Security and Stability in Africa
Post Title: Operations Officer
Contract Duration: 9 months (1 July 2018 - 31 March 2019) with possible extension
Project Duration: 1 April 2018 –31 March 2019
Implementing Partner: Cairo International Center for Training on Conflict Resolution and Peacekeeping in Africa (CCCPA)
Application Deadline: 12 June 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 **Operations Officer** will be responsible for providing operational and logistical support in the preparation and implementation of all CCCPA activities.

II. Duties and Responsibilities:

The Operations Officer's tasks and responsibilities will include, but are not limited to the following:

Supporting the organization of trainings, workshops and conferences

- Delivery of travel service (issuance of air tickets, ground transportation, etc) for participants attending CCCPA activities;
- Liaising with service providers (hotels, restaurants etc...) to identify the most convenient and cost effective options for training/workshop/meeting venue and functions;
- Negotiation with service providers and procurement of services (catering, rental of premises, etc) in line with CCCPA rules and regulations and in collaboration with Program Officers;
- Assistance with budget preparations for all CCCPA events and activities;
- Arrangements of hotel bookings and airport pick-up for workshop participants;
- Preparation of support materials – logistical notes, information notes and folders for workshops and conferences;
- Coordination with Finance Department to ensure accuracy of invoices received from service providers and their timely payment;
- Preparation of routine correspondence necessary for the completion of the above-mentioned tasks.

Providing overall travel support to CCCPA staff

- Implement CCCPA's travel policy, staff rules, administrative and financial regulations and rules on travel-related matters;
- Provide travel support to CCCPA staff (issuance of travel tickets, hotel bookings, visa applications, etc).

Other tasks as required

III. Competencies:

- Ability to conduct him/herself in a professional manner;
- Ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- Excellent administrative skills are required and strong qualities in working with teams.
- Organizational skills: 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 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 & Work Experience

- University degree in hospitality, travel, tourism, business or relevant field.
- At least 3 years experience in travel assistance.

V. Languages

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

VI. Assessment Method:

Evaluation of qualified candidates for this position will be followed by a competency-based interview with the CCCPA Director General or his appointed deputy.

Please address applications to applications@cairopeacekeeping.org with the subject heading **"Operations 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.

= = =