

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

**Terms of Reference**

**Program Associate for Transnational Threats**

**Project Title:** Consolidating Peace, Security and Stability in Africa  
**Post Title:** Program Associate for Transnational Threats  
**Contract Duration:** 8 months (1 August 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 July 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 and Program Officer, the **Program Associate for Transnational Threats** will be responsible for the activities outlined under CCCPA's **output 4**.

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

The Program Associate's tasks and responsibilities will include but are not limited to the following:

- Assist with the center's team working on all cross-border challenges related matters;
- Draft and prepare correspondence and ad-hoc reports as required;
- Assist with the implementation of the training work plan under the output;
- Deepen and diversify CCCPA's relations with global and regional associations;
- Manage the timely and cost-effective implementation of the output's activities as outlined in the Annual Work Plan (AWP);
- Mapping the field of actors and stakeholders and assistance with building the center's network of partnerships;
- Develop the center's roster of in-house and external trainers and facilitators;
- Coordinate and communicate with national authorities and implementing partners, including through meetings and correspondence;
- Assist in outreach to potential donors including through developments of project documents and concept notes;
- As appropriate, serve as a trainer in CCCPA training activities;
- Ensure the visibility of CCCPA, donors and implementing partners as needed, including through production of press releases, fact sheets, newsletters, web content and promotional materials;
- Assist the M&E department in conducting training evaluations and in post-training engagements with CCCPA alumni, as well as production of project quarterly and final reports;
- Other tasks as required.

## **III. Deliverables**

- Successful completion of cross-border challenges trainings and other activities;
- Contribution to the development of at least one new training manual and supporting material in addition to consistent update of existing manual(s);
- Maintain roster of trainers and facilitators;
- Complete mapping of donors (national governments, international and regional institutions, private foundations, etc) and identifying areas of interest and funding cycles.

## **IV. Competencies:**

- Proven expertise/academic excellence in the areas of cross-border challenges or other related fields;
- Ability to conduct him/herself in a professional manner;
- Ability to take responsibility for one's own or team's 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: 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).

## **V. Education & Work Experience**

Master's degree in international relations, political science or a related field and/or minimum 3 years experience working on cross-border challenges/development.

## **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 "**Program Associate (TNT) 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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