

This job posting is open for Egyptian nationals only

Terms of Reference

Messenger

Project Title: Consolidating Peace, Security and Stability in Africa
Post Title: Messenger
Contract Duration: 3 months (1 January - 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: **25 December 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 Finance and Administration Officer, the **Messenger** will be required to provide services to support the project.

II. Duties and Responsibilities

- Be responsible of daily cleaning of office including all office furniture, bathrooms and equipment before the arrival of the staff;
- Deliver/distributes mail/messages within office and outside the office;
- Operates photocopying, and other office machines as necessary;
- Prepare & Serve refreshments to staff/guests;
- Ensure that all electrical equipment is switched off and the office is locked properly at closing time;
- Perform other related duties as required.

III. Competencies:

- Ability to conduct him/herself in a professional manner;
- Presentable and maintains proper personal hygiene;
- Good interpersonal skills and honesty.

IV. Education

Completion of secondary education is a minimum requirement.

V. Work Experience

Minimum of four years' experience in service, buffet and delivery.

VI. Languages

Mastery of Arabic is required. Communication in English would be a valuable asset.

Please address applications to applications@cairopeacekeeping.org with the subject heading "**Driver**". Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.

Compensation is commensurate with qualifications and experience.

= = =