

JOB DESCRIPTION

Job Title:	Project Officer
Location:	Mogadishu with travel to Project locations as may needed
Reporting to:	Project Manager
Type of position:	National Position
Grade and Salary:	A competitive INGO salary will be offered
Contract terms and hours:	Fixed term; standard working week is 37.5 hours
<p>Background:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational across Africa, Asia and the Middle East and in policy centres in Beijing, Brussels, London, and Washington DC.</p> <p>The success of our organisation’s mission depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we work. Saferworld is committed to the principles of equality of opportunity for all and seeks to promote a positive approach to equality and diversity and within the scope of the relevant legislation, to having a workforce and working environment that is free of discrimination, prejudice, stereotyping, harassment, victimisation and undignified behaviour. We oppose all forms of unlawful or unfair discrimination.</p>	
<p>Job purpose:</p> <p>The Project Officer supports the implementation of a women, peace and security project in the Somalia program and works closely with the Project Manager, and partners at the county level. In collaboration with the project Monitoring and Evaluation Coordinator, the Officer assists in the preparation and reviews of work plans to ensures that activity reports on project implementation are done on-time.</p>	
<p>Roles and responsibilities:</p> <ol style="list-style-type: none"> 1. Activity Planning, Implementation <ul style="list-style-type: none"> • Assist the development of workplans and closely follow up on implementation • Participate in and contribute to quarterly and other scheduled project review meetings • Support in organising regular meetings with partners to review and reflect on progress and results in order to identify, mitigate challenges and learn lessons for improved programme delivery. 2. Partner support <ul style="list-style-type: none"> • Work closely with partners in developing workplans and implementation of activities. • Support review of partner activity matrices for onward funding and implementation. • Work closely with partners in organising and facilitating meetings, workshops and seminars with stakeholders including government representatives and civil society organisations; • Work closely with partners to ensure quality activity and monthly reports are developed including proper documentation of all project processes (narrative, photography and videography). • Support partners to mainstream cross-cutting issues, among them, gender and youth in their initiatives 3. Financial Management (Forecasting and reporting) 	

- Support partners in expenditure forecasting and developing monthly funds request and account for project expenditure in line with Saferworld's financial procedures.
- Support the finance officer in developing project expenditure requests.
- Support the Finance officer in ensuring partners adhere to Saferworld's financial policies and procedures.

Key working relationships

Colleagues in programme; working collaboratively with country-based programme team on project related strategy including activities implementation, information collection and documentation, monitoring and evaluation of field level implementation of the project

Colleagues in Finance; working collaboratively with finance team in Somalia to support in expenses monitoring, on field mentoring of partners to uphold governance of the project in line with Saferworld financial policies and guidelines.

NGO Partners: working collaboratively for the implementation of the project in accordance with activities planning, receive activities reports, support in implementation of the activities.

Scope and accountability

Decision making and limits of authority	Decisions relating to project implementation are in line with organizational and donor stipulations.
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Financial resources	Accounting responsibility for activity implementation funds
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Other resources	Responsibility for organizational property used in activity implementation (laptop, camera, projector, satellite phone etc.)
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People management	N/A
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Legal, regulatory and compliance responsibility	Ensure all aspects of project implementation are in line with organizational and donor policies and procedures as well as within the rule of law.
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Person specification

Knowledge on peace building, women peace and security. Additional experience supporting local partners will be an added advantage.

Knowledge, qualifications and experience

- A recognised first degree or professional qualification in: development and gender studies; peacebuilding, governance; international relations, or a related field.
- Demonstrable experience working on gender, local partners and government agencies.
- A good understanding of peace and governance issues in Kenya.
- Good understanding of the contextual dynamics of Somalia
- Proficiency in Microsoft Office and use of internet for research.

Skills and abilities

- Ability to work effectively with local communities and organizations in carrying out activities.
- Excellent communication skills, written and oral and ability to relate sensitively to diverse groups.
- Self-driven and able to deliver results with minimum supervision
- Good report-writing skills with excellent written and spoken English and Somali.
- Demonstrable interpersonal and team working skills
- Flexibility in working in diverse situations with unpredictable working hours.

Personal qualities

- Self-driven, humble and highly resourceful individual with good working relations with communities
- Avid team player who strongly believes that team work augments individual as well as collective efforts that culminate in the realization of set targets.
- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- Willingness to travel to diverse locations, work extended periods in the field in support of project's implementation and interact effectively with partners.
- Commitment to and compliance with Saferworld's safeguarding principles.

Application process

To apply: Send your CV and a cover letter addressing why you feel your experience matches the requirements of the role to jobs@saferworld.org.uk with Job reference (**Project Officer- Mogadishu**).

Deadline for applications: 27 December 2023 . we will only get in touch if you have been shortlisted