

Call for CVs for Project Officer

Women's Leadership for Peace and Security Project

Deadline for submission: July, 12th 2011

Vacancy: Project Officer

General Description: The Project Officer will be responsible for the management and implementation of the *Women's Leadership for Peace and Security* project, with activities in the Greater Horn of Africa (please see project background below). Tasks include logistical, financial, administrative and content responsibilities for project roll out and implementation, including for project missions and activities, budget follow-up, communication with partners, associates and stakeholders and project monitoring.

Location: Madrid (Applicants must hold EU citizenship or valid permit to work in the EU)

Duration: 12 months.

Starting date: To start immediately

Remuneration: Commensurate with experience. Remuneration: Gross 2.750€-3.000€

Requirements

- Political awareness with an interest in democracy support, human rights, women's issues and/or peace and security fields.
- A Master Degree preferably in Political Science, another social science or international affairs.
- At least 6 years of professional experience in similar or related field of work. Previous work in international organisation will be an asset.
- Excellent organizational and administrative abilities.
- Spanish or English must be her/his mother tongue and proficiency in the other language is a must. Other language skills –particularly French and Arabic– would be a plus.
- Computer proficiency, particularly in Microsoft Office tools (Outlook, Word, Excel and PowerPoint).
- Proven high-level of interest and/or hands on knowledge of the Horn of Africa region.
- Effective people skills to deal with the complexity of long-distance, cross-cultural team dynamics (operating in challenging conditions) to ensure enhanced performance of the project.
- Strong communication, information and organizational skills. Good at giving/receiving feedback to/from colleagues in a multicultural environment.
- Ability to work well autonomously and in a multicultural team; work well under pressure and meet deadlines; adaptability to rapidly changing environments.
- Availability to travel to Africa if/when necessary.
- Energy, enthusiasm, dedication and a good sense of humour are also essential.

Main Tasks:

The Project Officer (PO) will be required to lead general project oversight and follow-up, perform high-level missions' administrative, logistics and financial management in coordination with project partners and implement activities planning and design. The candidate will work under the direct supervision of the Program Coordinator, within the Club de Madrid Department of Programs and work in close coordination/collaboration with the Secretary General, the Deputy Secretary General and other Club de Madrid areas and Departments, and project partners. He/she will supervise the work of the volunteer(s) assigned to this project.

The Project Officer's tasks will include the following and possibly other tasks as determined during project implementation:

- Overall coordination, management and implementation of the project. Ensure effective channels of communication between partners horizontally at operational level and vertically between political, and operational levels.
- Coordinate regional conference(s) and missions' organization, along with project partners.
- Coordinate project administrative, logistical, communications and financial issues.
- Develop project fundraising, budget design and follow-up, and reporting.
- Regular contact with CdM Members, experts, project partners and donors.
- Coordinate volunteer interns' participation in the project, including selection of candidates, briefings, assignment of tasks, follow-up on their performance, response to their requests.
- Responsible for identifying, designing and implementing advocacy opportunities that can be beneficial for the objectives of the project, particularly at the European Union institutions level, as well as before the UN, the AU, the IGAD and some targeted national governments.
- Manage all reporting components of the project both as required by the donor and for internal CoM purposes. The Project Officer assumes the specific obligation to prepare:
 - One Report after each mission with the support of the project partners.
 - Before the end of his/her contract, a written narrative final report according to donor requirements.
- Produce briefing books, talking points and background material for the participation of Club de Madrid members, experts and senior staff in Club de Madrid project-related activities.
- Coordinate monitoring and evaluation aspects of the project.
- Others as necessary and determined during project's implementation.

Project Background:

The overall objective of the Women's Leadership for Peace and Security in the greater Horn of Africa (2009-2012) project is to maximise the participation and contribution of women in national and regional peace and security decision-making and political dialogue in the Greater Horn of Africa. The specific objectives are: (1) Learning security fluency: building women's knowledge of and capacity to address peace and security issues, and; (2) Participation at decision-making tables: advancing women's participation in and influence on security policy and practice. The main target group comprises 40 national women's civil society organisations (CSOs) in the Horn of Africa in Sudan, Eritrea, Ethiopia, Somalia (including Somaliland and Puntland), Djibouti and Uganda. During the first phase of the project (2009-2010), the women representing these CSOs have formed the G40, the Group of 40 Women Leaders in the Horn of Africa. The secondary target group includes top leadership at the country level, current Presidents, Prime Ministers and Cabinet members and parliamentarians and national gender bureau and defence officials in the six countries.

Over 12 months (2011-2012), and drawing on the rich diversity of experiences and perspectives of women and men from grass-roots through senior leadership, the project – through joint efforts of project partners- will continue providing adequately resourced space and means to devise and implement methods of overcoming the institutional and political constraints to women's increased participation in peace and security governance systems and mechanisms.

The Club of Madrid:

The Club of Madrid is an independent organization whose purpose and priority is to contribute to strengthening democracy in the world. The Club of Madrid acts as a consultative body for governments, democratic leaders, and institutions involved in processes of democratic transition. The political and leadership experience of its members - 80 former heads of state and government - in processes of democratic transition and consolidation is the Club of Madrid's unique resource and main asset. Along with the experience and cooperation of other high level political practitioners and governance experts, this resource is a working tool to convert ideas into practical and feasible recommendations and action plans for implementation.

For additional information on the Club of Madrid, please go to: www.clubmadrid.org

To apply, please send a CV and cover letter to clubmadrid@clubmadrid.org :

July, 12th, 2011

indicating in the subject line **“Women, Peace and Security Project Officer”**

The Club of Madrid welcomes all expressions of interest.

The organization will contact only short-listed candidates.