

HR - Standard Job Description

The Standard Job Descriptions describes the job content of a generic type of job. It defines essential duties, general requirements, and level of performance that are required to ensure success and positive contribution of the job to TI-S Implementation Plan..



Job Title Project Officer – Conflict & Insecurity

Version 1

Date March 2018

SUMMARY

Grade	2	Department	TI-DS
Reports to	Programme Manager, C&I	Line Management / Personnel Responsibility	<input type="checkbox"/> Yes, up to <u>2</u> direct reports <input type="checkbox"/> Yes, up to <u>2</u> indirect reports <input checked="" type="checkbox"/> No
		Travel	<input checked="" type="checkbox"/> Yes – As required <input type="checkbox"/> No
Overall Responsibilities (max. 2 sentences) (The overall responsibility is a summary of the main purpose of the job. It describes the contribution which the job makes to achieve the main goals of the organisation.)	Delivery of specific project tasks within the scope of Conflict & Insecurity projects, including research design, liaison with stakeholders, consolidation of research inputs and primary analysis. Support the management of projects, including field work, budget, event planning and timelines. Project Officer will draft research reports and other communication materials. Contribute both practically and intellectually to the successful delivery of high-end research and advocacy with a focus on effecting change.		
Media work / interviews	Not anticipated.		

DUTIES

Job Duties (max. 7)

(Job Duties are clusters of work composed of several specific tasks. Job duties must be performed in order to fulfil the overall responsibility.)

1. Deliver high quality research tasks across the work conducted by Conflict & Insecurity on defence corruption, including method development in consultation with experts and peers, fieldwork, liaison with partners, and outreach work.
2. Contribute to high quality communications and reports in order to facilitate effective advocacy for the programme.
3. Contribute towards research and analysis for projects managed by other members of the defence and security programme including analysis, liaison with partners and outreach work, as directed.
4. Support fundraising efforts, donor liaison and donor reporting to a high standard.
5. Report to the C&I PM on emerging events by maintaining knowledge of the regions in which the C&I team is operating (e.g. West Africa, UN reform, Tunisia) to support the wider programme.
6. Contribute to public events which support the DSP strategy and as agreed by Director TI-DS and C&I PM.
7. Help co-ordinate a small number of interns, part time researchers or contractors as may be required to assist with research.

REQUIREMENTS

1. Education	Educated to degree level in a relevant field of the social sciences, such as security studies, international relations, political science, or governance;		
2. Professional Experience (incl. years)	At least one year professional experience in a professional environment in research, policy, analytics or similar fields		
3. Technical Knowledge			
Indicate for each of the technical areas below the level at which they are required for handling the job effectively, using the scale on the right-hand side:	Not Required	An Advantage	Required

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Accounting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management (planning, budgeting, implementation, review)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitoring and Evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Campaigning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Media Relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organisational / Capacity Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Political Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anti-Corruption Expertise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Soft Skills Indicate for each of the soft skills below the level at which they are required for handling the job effectively, using the scale on the right-hand side:	Basic	Advanced	Extensive
People Management Skills This job requires experience and skills in "delegation, coaching, conflict resolution, performance management, motivating others, and taking responsibility"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership skills This job requires experience and skills in "developing and sharing vision, pace setting, driving results, consultation, risk assessment, strategic thinking, change management, influencing others, entrepreneurship, and innovation"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational Skills This job requires experience and skills in "problem solving, effective time / deadline management, strategic and implementation planning, driving initiative, working and making decisions autonomously"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social and Intercultural Skills This job requires intercultural experience and skills in "team working, communicating effectively working politically, engaging multi-stakeholders, making use of prior contacts and networks, stimulating and shaping partnerships, networks and coalitions"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Languages (1 = Basic Skills; 2 = Advanced; 3 = Business fluent)	Not Required	An Advantage	Required
English: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spanish: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arabic: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others:			
Signed Employee.....	Date		
Signed Line Manager.....			