

Vacancy Announcement

Senior Program Officer (Reporting and Monitoring)

Somali Program (Peacebuilding and Governance)

Location: Nairobi, Kenya (With frequent travel to Somalia)

Application deadline: 1st July 2018

Posted: 31st May 2018

Conflict Dynamics seeks to engage a highly motivated Senior Program Officer (Reporting and Monitoring) for its Somali Program. The successful candidate will have excellent skills related to report writing for donors, program development, monitoring and evaluation. Operational experience in the peacebuilding / governance sector, and prior experience in the Somali context will be an advantage.

Background and Overview

Conflict Dynamics International is an independent, not-for-profit organization that works to prevent and resolve violent conflict and to alleviate human suffering resulting from conflicts and other crises around the world.

Conflict Dynamics' work in the realm of peacebuilding focuses on provision of substantive and process-related inputs to ongoing political processes. These inputs primarily focus on governance-related aspects of peacemaking and peacebuilding, including: constitutional design; electoral systems; public participation; consociational arrangements etc.

Conflict Dynamics' approach in all aspects of its work is firmly rooted in its working principles of humanity, impartiality, neutrality and independence.

Conflict Dynamics works in Somalia and Somaliland at various levels:

- Supporting dialogue between the Federal Government of Somalia and the Government of Somaliland on their future relations;
- Supporting collaborative relations between federal and state governments, and between and within states;
- Supporting local level reconciliation and the establishment of local level governance structures;
- On key thematic areas such as electoral processes, resource management, preventing violent extremism, and conflicts where neutral facilitation can help.

Conflict Dynamics recognizes that analysis, development, monitoring and evaluation, and learning (ADMEL) sit at the heart of program excellence and organizational ethics. ADMEL is fundamental to every program Conflict Dynamics undertakes. Conflict Dynamics treats monitoring as an ongoing process that generates information to inform decision making while the program is being implemented. In this regard, monitoring gathers information not only on the quality of activities, but also on outputs and behavioral change of participants.

Scope of work

The Senior Program Officer (Reporting and Monitoring) will work as an integral member of Conflict Dynamics' Somali Program.

The scope of work for this position will include the following:

- In partnership with colleagues in the Somali program, and at HQ, develop and ensure the implementation of an ADMEL strategy for all Somali program activities;

- Ensure high quality donor reports are prepared, reviewed and submitted in a timely manner;
- Represent Conflict Dynamics with potential partners and peer organizations as required;
- Conduct / participate in research and writing related to the Somali program's needs;
- Contribute to the refinement of Conflict Dynamics' core resources on ADMEL;
- Work closely with Conflict Dynamics' finance team and the Somali Program Director on program financial management;
- Support members of the Somali program to integrate ADMEL into their work;
- Support to partner organizations to implement effective ADMEL approaches;
- Other tasks that contribute to the program's objectives.

Status and location

The position will be based in Conflict Dynamics' Branch Office in Nairobi, Kenya. The Senior Program Officer (Reporting and Monitoring) will travel frequently to locations in Somalia and Somaliland.

Reporting and management

The Senior Program Officer (Reporting and Monitoring) will report to the Somali Program Director and will work closely with other members of the Somali Program, and with Conflict Dynamics' wider peacebuilding team.

Qualifications / experience

The following are indicative qualifications and expertise required for the position:

- Minimum of 5 years of experience of Monitoring and Evaluation and report writing. Experience of the Somali context, is desirable;
- Essential: experience reporting for at least one large donor (EU, DFID, USAID etc.);
- Essential: Knowledge of different monitoring and evaluation approaches, familiarity with the use of log frames, results frameworks, and other tools;
- Essential: Experience working with governance or peacebuilding organizations and projects;
- Highly desirable: Master's degree in a relevant field such as International Relations, Development Studies, etc.
- Excellent and demonstrated report writing for governmental and foundation donors;
- Multi-tasking skills, attention to detail, and follow-through;
- The successful candidate must be passionate about ADMEL and report writing;
- Excellent written, verbal and interpersonal communication skills;
- Spoken and written fluency in English essential;
- Willingness to undertake frequent travel to conflict affected locations.

Duration and Compensation

This is a full time position. The successful candidate will be employed for an initial period of 3 months, extendable to a longer-term contract based on satisfactory performance. Compensation is commensurate with experience and qualifications.

Application Procedure

Applicants who do not follow the guidelines below will not be considered.

This role requires careful attention to detail and strong presentational skills, candidates are encouraged to keep this in mind as they prepare their applications.

Your application should consist of:

- Cover letter – no more than 2 pages A4, normal margins, and minimum size 11 font.
- CV / Resume – no more than 2 pages A4, normal margins, minimum size 11 font.
- **Save both documents as separate PDF files.**
- Save both documents in the form “First Name Last Name CV”, “First Name Last Name LETTER”.
- Submit your complete application to recruit@cdint.org not later than 1st July 2018
- The cover email subject line should reference “Senior Program Officer (Reporting and Monitoring) Application.”
- Shortlisted candidates will be required to provide recent writing samples and the names of 3 references. Interviews will be held in Nairobi, Kenya, shortly thereafter.

**** PLEASE NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED ****