Programme Officer (Peace Process Support)

**Position description**
Inclusive Peace is looking for a Programme Officer (Peace Process Support) to be engaged in our evidence-based advice to peace and political transition processes. We are looking for an ambitious and dynamic doer, who takes initiative, builds and leverages existing networks, and enjoys translating conceptual thinking into the provision of support and expertise to our national and international partners in different country processes. We are interested in a candidate with field experience in process facilitation, mediation, inclusive peacemaking, strategy advice, and capacity building with a deep understanding of intersectionality and commitment to inclusion who has been engaged in this line of work and is highly motivated to expand her/his knowledge base and practical experience in peace process support by working with comparative research evidence.

**Activity rate**
(FTE) 100 %

**Period of Contract**
Indefinite-term contract

**Duty station**
Inclusive Peace is a remote work organisation (eligible time zones: CET +/- 3 hours; operational in the Middle East, African, and European time zones). For this position, we prefer candidates that have existing networks in the Horn of Africa and the continent. Candidates based in Nairobi, Kenya, are particularly encouraged to apply.

**Salary**
We offer a competitive salary and HR package, oriented along national standards and the selected candidate’s personal situation.

**Starting date**
Immediate

**Supervisor**
Peace Process Support Coordinator

**Application deadline**
21 March 2022

**About Inclusive Peace and our Peace Process Support Work**
Inclusive Peace is a think and do tank headquartered in Geneva/Switzerland with a global focus and reach, strong oversight and governance, and a lean, flexible, and decentralised operational structure. Our three main areas of work are: in-country process support; knowledge generation and transfer; and agenda setting. We collaborate with national and international partners in peace process support with a focus on inclusive designs and sustainable outcomes. More information can be found at [www.inclusivepeace.org](http://www.inclusivepeace.org). Our peace process support takes place at strategic political times and ranges from accompanying individual actors to supporting comprehensive peace processes with several parties involved. We primarily work at the track one and track II levels. Our engagement is flexible and always adapted to the requirements of specific contexts. Our approach relies on partnerships and networks, and we do not build up large in-country presences. We also provide ad hoc advice to governments, UN agencies, and civil society groups through a helpdesk service. We currently have several engagements across the Horn.
and East Africa and, as such, the primary focus of this position will be on advancing and building on these efforts.

**Responsibilities**

**Peace Process Support**

- In collaboration with and under the supervision of Inclusive Peace’s Peace Process Support Coordinator, carry out all aspects of Inclusive Peace’s work on peace process support and political transitions and reform processes.
- Provide direct advice to our partners by preparing and delivering evidence-based options for action, and strategic capacity building to actors from civil society, governments, armed groups, international and regional organisations; this work will be supported by the research team.
- Build and leverage existing networks to further Inclusive Peace’s engagement, partnerships and collaboration with national and international stakeholders involved in peace process initiatives, including in the Horn and East Africa.
- Develop evidence-based input papers for use in policy and practice of ongoing peace processes in cooperation with the research team.
- Other drafting needs, including concept notes, meeting reports, as required.
- Conduct regular analysis of country contexts in which Inclusive Peace is engaged, drawing on personal networks and existing knowledge and relevant information sources, to inform Inclusive Peace’s approach and activities.
- Collaborate with Inclusive Peace’s research team regarding needs for research support and outputs relating to country engagements.
- The undertaking of these duties will require travel to conflict-affected areas.

**Project Management & Administration**

- Support and contribute to project management in cooperation with our administration and finance team.
- Support and contribute to narrative reporting.
- Support and contribute to concept notes and project proposals (including project budgets) for donor applications.
- In cooperation with our communications team, support various communications and outreach activities, ranging from drafting social media posts, newsletter articles, or blogs, with the guidance of the Peace Process Support Coordinator.

**Candidate profile**

The successful candidate:

- Possesses 5 to 7 (or more) years of experience related to peace process support from multiple processes with a focus on process design, capacity building, strategy facilitation, and mediation including working towards inclusive and sustainable outcomes, ideally in the Horn and East Africa region.
- Is soundly academically trained and qualified in applying comparative approaches – both methodologically and experientially (with support from our research team).
- Has operational experience from different processes to draw on, but can do so with a creative mind-set, applying fresh out of the box thinking to every individual process.
- Has solid experience in developing impact frameworks, project management, donor relations, partner coordination/ liaison, and reporting.
- Has relevant professional experience working with organisations or initiatives engaged in peacemaking and peace process support efforts.
- Has a substantial institutional and personal network in the mediation/peace process field, ideally including in the Horn and East Africa, and is familiar with the key developments in the field, including policy developments.
- Can react to demands in real time and can equally apply and utilise evidence with support of the research team.
- Is simultaneously proactive and humble, capable of both driving a process and working from the “back-seat”, putting the needs of the process and its stakeholders at the centre of all peace process support work, and recognizing the need to maintain confidentiality regarding our engagements.
- Languages: proficiency in English is essential; proficiency in Arabic or French will be considered strong assets.

Application Process
Please send your application comprising a 1-page cover letter, CV, and the email addresses of 2 referees to jobs@inclusivepeace.org. If we require additional certification or information, we will contact you.

Please only submit an application if you fulfil all the above requirements and are able to work in a time zone that is within CET plus or minus 3 hours. Only candidates who satisfy the criteria outlined above will be considered. Please note that only shortlisted candidates will be contacted. Candidates from the Global South are strongly encouraged to apply.