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Vacancy Announcement for ITF Risk Education Technical Advisor in Libya

Project: Capacity Support of Libyan Center for Mine Action and Remnants of War in Securing and Eliminating Conventional Weapons in Libya
Position title: ITF Risk Education Technical Advisor (ITF RE TA)
Duty Station: Janzour Tripoli, Libya
Duration: 6 months (1 March – 31 August 2017)
Opening date: 25 January 2017
Closing date: 13 February 2017

I. Background

ITF Enhancing Human Security (ITF) is humanitarian, non-profit organization devoted to the elimination of threats from mines, explosive remnants of war (ERW) and other at-risk weapons and ammunition, as well to building resilience of conflict-affected communities in South East Europe and other affected regions in the world.

ITF signed a Grant Agreement with the U.S. Department of State for the implementation of “Capacity Support of Libyan Center for Mine Action and Remnants of War in Securing and Eliminating Conventional Weapons in Libya” Project. The project implementation period is from 1 January 2017 to 31 December 2017.

2. ITF Risk Education Technical Advisor in Libya

a. Task description:

Under direct supervision of the Head of ITF Implementation Office in Libya, ITF Risk Education Technical Advisor (RE TA) will have the responsibility to assist in Libyan Mine Action Center (Lib MAC) capacity building/development for the effective and efficient implementation of the national Mine Action Programme. The main objective is to support the operations of Lib MAC, in particular to provide technical assistance for risk education capacity development. These activities will be implemented within ITF's Project “Capacity Support of Libyan Center for Mine Action and Remnants of War in Securing and Eliminating Conventional Weapons in Libya”. The position's main duties include (but are not limited to) the following:

1. Work closely with country partners to establish the needs, determine requirements and existing country capacities for comprehensive project implementation.
2. Provide on-the-job training for Risk Education (RE) section staff.

3. Develop budgetary forecasts and resource allocation plans including staff training needs for programme implementation.
4. Develop new initiatives relevant to RE in Libya.
5. Coordinate with implementing partners and the government to develop an integrated community plan for RE.
6. Provide technical and planning support to Mine Action implementing agencies with regards to project implementation including training, materials development, monitoring, evaluation and quality assurance activities.
7. Assist with project proposals and new initiatives, develop budgets.
8. Ensure implementing partners are tasked and deployed according to annual plan.
9. Monitor and evaluate all implementing partners' activities.
10. Enhance information exchange methodology to ensure impacted communities are provided with up-to-date information on RE activities in their area.
11. Coordinate the implementation of special events (International Day of Mine Awareness and Assistance in Mine Action, International Day of Persons with Disabilities, etc.)
12. Attend meetings, working groups, and conferences related to RE/VA.
13. Any other duties as requested and tasked by the Programme Manager.

b. Working conditions:

1. ITF RE TA will be assigned to the position in ITF Implementation Office in Libya by ITF Enhancing Human Security for a period of six (6) months tentatively starting on 1 March 2017.
2. ITF RE TA will be the representative of ITF and will represent solely the interests of ITF in Libya.
3. ITF RE TA obligations as well as remuneration and other benefits will be determined by negotiation process and listed in the contract between ITF (contracting authority) and ITF RE TA (contractor). ITF RE TA will receive payments on a monthly basis.
4. ITF RE TA is expected to undertake assigned tasks within the work plan/terms of reference and under the supervision of the designated ITF Project Manager/ITF Project Officer.

c. Expected skills:

1. Professional knowledge of RE standards and procedures.
2. Knowledge of the International Mine Action Standards in the field of RE is essential.
3. Excellent teamwork and interpersonal skills – working with managers, government officials and other stakeholders to identify project purpose, adjusting the operational plan of capacity.
4. Strong planning and organizing skills.

5. Strong analytical ability.
6. Excellent communication skills, both written and oral.
7. Computer literacy, in particular experience using MS Office and IMSMA.
8. Physically fit and in good health.
9. Strong ability to work in a multicultural and often insecure environment.
10. Sound judgment and decision-making ability.
11. Proven team building and leadership skills.
12. Experience working in Libyan cultural environment would be considered an advantage.
13. Self-reliant and able to work independently under harsh conditions.
14. Experience living and working in volatile security situations.

d. Academic Qualifications/Experience/Language

1. Advanced university degree in social sciences, journalism, communications, public health or related disciplines. Relevant experience will be accepted in lieu of the advanced university degree.
2. At least 3 years of relevant experience, with a sound technical background in community communication or education and training.
3. Experience of Mine Action in Libya would be an advantage.
4. Fluency in English and excellent written communication and report writing skills, knowledge of Arabic language would be an asset.

Interested candidates who meet the above-mentioned criteria are kindly requested to submit their CVs, proof of education (Academic Qualification as well as adequate Course Diploma) together with Motivation letter (not longer than one page) to info@itf.si and damir.dakovic@itf.si prior to the closing date (13 February 2017).

Please note that only shortlisted candidates will be contacted for interview.