

TERMS OF REFERENCE FOR ITF RISK EDUCATION TECHNICAL ADVISOR IN LIBYA

Project: "Capacity Support of Libyan Centre 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: 12 Months (1 Oct 2015 – 30 Sep 2016)
Reporting line: ITF Project Manager/Head of ITF Implementation office in Libya

1. Background

ITF Enhancing Human Security is humanitarian, non-profit organization devoted to elimination of threat from post-conflict and disruptive challenges, including landmines, explosive remnants of war (ERW) and illicit ownership and use of small arms and light weapons (SALW), in South-East Europe and other affected regions in the world.

ITF signed Grant Agreement with US Department of State for implementation of project "Capacity Support of Libyan Centre for Mine Action and Remnants of War in Securing and Eliminating Conventional Weapons in Libya". Implementation period of project is from 1 Sep 2015 to 30 Sep 2016.

2. ITF RE Technical Advisor in Libya

a. Task description:

Under direct supervision of Head of ITF Implementation office in Libya, ITF RE TA will have the responsibility to assist in Lib MAC capacity building/development for the effective and efficient implementation of national Mine Action Programme. Main objective is to support the operations of the Lib MAC, in particular to provide technical assistance for RE capacity development. This activities will be implemented within ITF Project "Capacity Support of Libyan Centre for Mine Action and Remnants of War in Securing and Eliminating Conventional Weapons in Libya". The position's main duties are (but 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. Develop 12 months' work plan for RE activities;
3. Provide on job training for Risk Education (RE) section staff
4. Develop budgetary forecasts and resource allocation plans including staff training needs for programme implementation based on 12 months' work plan;
5. Evaluation of RE tools;
6. Develop new initiatives relevant to RE;
7. Coordinate with implementing partners and government to develop an integrated community plan for RE;
8. 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
9. Assist with project proposals and new initiatives, develop budgets;
10. Ensure implementing partners are tasked and deployed according to annual plan;
11. Monitor and evaluate all implementing partners activities;
12. Enhance information exchange methodology to ensure impacted communities are provided with up to date information on RE activities in their area;

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13. Coordinate the implementation of special events (International Day of Mine Awareness, International Day of Persons with Disabilities,..)
14. Attend meetings, working groups, and conferences related to RE/VA.
15. 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 the ITF Enhancing Human Security for the period of twelve (12) months starting with 1 Oct 2015.
2. ITF RE TA will be the representative of the ITF and will represent solely the interests of ITF in Libya.
3. 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/Head of ITF Implementation office in Libya

c. Expected skills:

- Professional knowledge of RE and VA standards and procedures.
- Knowledge of the International Mine Action Standards on a field of RE is essential.
- Proven team building and leadership skills.
- Strong planning and organising skills
- Strong analytical ability.
- Strong communication skills, both written and oral.
- Computer literacy, in particular, experience of using MS Office and IMSMA.
- Physically fit and in good health.
- Strong ability working in a multicultural environment.
- Experience of Libya would be an advantage.
- Strong judgment and decision making ability.
- Proven team building and leadership skills.
- Self-reliant and able to work independently under harsh condition

d. Academic Qualifications/Experience/Language

- 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.
- Experience of Mine Action in Libya would be an advantage
- At least 5 years of relevant experience, with a sound technical background in community communication or education and training.
- A minimum of 1 year of RE /VA experience in mine-affected countries.
- Computer literacy, in particular, experience of using MS Office and IMSMA.
- Driving license.
- Fluency in spoken and written English and Arabic

Reporting Form

Monitoring and Progress Control (Description of measurable outputs, milestones, key performance indicators and/or requirements which will enable performance monitoring

- 12 months work plan is developed
- On job training is conducted for MRE section personnel
- Guidance is provided to MRE section personnel
- Budgetary forecasts is developed
- Implementing agencies are provided with technical and planning support

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- Tools are developed to monitor MRE activities
- Integrated community plan for MRE is developed

Instructions for candidates

Candidates are encouraged to submit their candidacy on following e-mail addresses (both):

- info@itf-fund.si
- damir.dakovic@itf-fund.si

We are expecting following documents to be submitted no later than **25 September 2015**:

- Short biography (no longer than 3 pages).
- Proof for Academic Qualifications/Experience/Language.
- Proof of Professional knowledge of RE and VA standards and procedures.
- Motivation letter, where your view on a RE problematic solving in Libya would be briefly explained (no longer than 1 page).