

Call for Applicants

Project Officer for Libya

as national staff for the ASPR team in Libya

The Austrian Study Centre for Peace and Conflict Resolution (ASPR) is an independent, non-profit and non-partisan organisation. It is engaged in research, education/training and practical conflict transformation.

The ASPR is seeking two Project Officers (50%) as national staff to join its Conflict Transformation Program team for the implementation of its initiatives in Libya.

Summary of the position

The Project Officers (2x 50%) will contribute directly to the project's activities and operational results. This includes supporting the Project Manager in planning, implementation and reporting as well as contributing to the M&E of the project; The Project Officers will conduct regular budget planning and follow-up. The Project Officers ensure an ongoing presence of the project team on the ground (one with a focus on the South of Libya/ Sabha, and one in the North / Tripoli), facilitate organizational and logistical matters, and monitoring developments on a ground-level.

Responsibilities

The successful applicants will cover the following responsibilities:

Main responsibilities

1. In support to the project manager, Serve as the interface between local authorities and ASPR team in all matters related to the planning, programming and coordination in respect to the project objectives/ activities, in particular the organisation of dialogue meetings in various formats and with various types of stakeholders;
2. Build and maintain an updated list of relevant contacts from local stakeholders, such as authorities, civil society leaders, local and international NGOs, International Organizations, and where applicable donors;
3. Under the guidance of the project manager, Organize and participate in meetings with relevant authorities and donors and maintain contact with relevant stakeholders;
4. Represent ASPR in official meetings and public conferences as requested by the Project Manager;
5. Where applicable, Translate during meetings in English or Arabic; as well as Take minutes of meetings and conduct in-writing reporting as per meeting.
6. Ability to travel to various locations around Tripoli and Sabha for project activities, as well as ability to travel to Tunisia.

Administration, finance and logistics

1. Manage administrative and entry procedures for the ASPR international employees visiting Libya
2. Support the Project Manager in obtaining ASPR's registration in Libya.
3. Take lead and follow-up with any pending authorizations/permissions to conduct programme activities and ensure access to project sites when needed;
4. Advise programme team on specific regulations implemented by the authorities that impact the design and implementation of activities;
5. Support on logistics matters such as collection of quotations, visit suppliers, evaluate market prices, service quality provided by suppliers, collection and processing of receipts;

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6. Upon request, conduct financial payments to suppliers and service providers in the name of ASPR.

Monitoring

1. Support the development and strengthening of monitoring procedures;
2. Participate in the monitoring of all project activities;
3. Report monthly, quarterly, half-yearly and annual progress on all project activities;
4. Write visit reports.

Security

1. Act as ASPR's focal person for all access-related issues to the areas of intervention assigned for her/him;
2. Brief visitors and incoming staff to Libya on the humanitarian and socio-political situation in the areas of intervention;
3. Recommend communication and visibility strategies in line with security requirements;
4. Any other task as requested by the Project Manager and ASPR's Director.
5. In support of the Project Manager, draft and implement when needed a security plan for ASPR's teams (movement, accommodation, flights, etc).

Competencies

Position requirements include

Experience

- Minimum of 4 years' experience working with development and/or humanitarian organizations;
- Experience in report writing, project development and/or project management with a preferred focus on humanitarian assistance and early recovery and resilience.

Competencies

- University Degree (BA or equivalent) in Social Science, International Development, International Studies, Migration Studies, Political Science, Social Science, Communication or a related field;
- Strong interpersonal and communication skills with an ability to consistently work with a diverse range of stakeholders with tact and diplomacy;
- Ability to work under pressure and meet deadlines in a fluid and sometimes insecure environment;
- Knowledge of Libya in terms of its political, economic and social trends;
- Fluency in written and spoken English and Arabic.

The Project Officers will report to the Project Manager.

Employment type

The positions will be based in Libya (mainly Tripoli and Sabha) as a remote consultancy contract until 31 August 2023 based outside Austria.

Apply

Please send your application documents consisting of a letter of motivation and a curriculum vitae with two references between **02 September, 2021** and **17 September, 2021** COB by email to aspr@aspr.ac.at with the following reference in the subject field: *ASPR Libya Project Officer/Your Name*