



Center for Research and Dialogue – Somalia

I. Position Information	
Title:	Field Officer
Direct Supervisor:	Project Coordinator
Duty station:	Mogadishu; Hiiraan; Galgaduud; Galmudug and Middle Shebelle
Duration:	One Year (Renewable)
Starting Date :	25 th July 2014

II. Background information

The Center for Research and Dialogue is an independent not-for-profit organization aiming to promote social, economic, and political rebuilding of Somalia. The Center is committed to promoting consensus decision-making at the policy and community level by encouraging and supporting the participation of citizens in the affairs affecting their lives. The goal of CRD is to empower Somali communities' transition to peaceful change by providing them with a neutral venue to identify their issues, set priorities, and develop inclusive and sustainable peace.

III. Program Description

Department: Peacebuilding and Reconciliation

The Center for Research and Dialogue is conducting reconciliation programming throughout South-Central Somalia, particularly, the central regions of Somalia (Hiran, Galgaduud, Galmudug and Middle Shebelle). The project's objective is to enhance stability in the central regions through consultations and dialogues that lead to inter-clan reconciliation and improved governance within and between the communities of the region.

The project facilitates inclusive, sustainable, and locally led conflict resolution and reconciliation processes between clans and sub-clans. The activities address longstanding conflicts that continue to cause mistrust and violence within and between the communities of the central regions. Genuine and inclusive reconciliation activities between the communities and clans of the central regions allows for conflict resolution and trust building. This establishes a platform that permits a dialogue process on regional administration and governance.

IV. Position Description

Working under the supervision of the Project Coordinator, the Field Officer maintains administrative and logistical responsibilities related to the implementation of the Central Regions Peace and Reconciliation Initiative.

- Provide logistical support in the preparation of reconciliation meetings and training sessions
- Prepare written materials, power points, and other products to be distributed at local and regional meetings
- Organize and monitor the work of local facilitators and regional resource persons
- Coordination of notes and the consolidation of information from meetings
- Organize team movement in the central regions, including vehicle rental, flight scheduling, security, accommodation, and food
- Facilitate local dialogues through community facilitators and resource persons
- Operational support to the Project Coordinator to ensure the timely deliverable of reports and other products
- Some scheduling of appointments and calendar management
- Provide regular information of the on the ground situation within the central regions
- Prepare meetings with key stakeholders within the central regions
- Some responsibility for financial documentation collection
- Other administrative functions and the performance of other duties as needed

Qualifications

- Applicants should have a university level degree
- Previous work with a non-governmental organization and a minimum of three (3) years within the Somali context
- Ability to work with local communities and authorities in helping manage local reconciliation processes
- Previous work specifically on reconciliation programming is a plus
- Excellent communication skills to convey complex information appropriately to colleagues and stakeholders with different backgrounds and needs, fluency in both oral and written Somali and English languages
- Ability to build informal working relationships, quickly establish credibility in new areas, and mobilize people at all levels towards collaborative goals
- Exceptional commitment to accuracy and attentional to details
- Ability to multi-task and experience setting work priorities and delivering results on strict timelines
- Strong computer skills, particularly with document production and power point development

- Basic understanding of financial systems and requirements
- Ability to effectively articulate and transfer ideas on conflict resolution, reconciliation, and peacebuilding
- Ability to work with a team, as well as individually
- An honest, respectful, and hard-working demeanor
- The candidate is expected to spend substantial of his/her time in the central regions
- Applicants should expect to have to work non-traditional working hours when requested

Please send an application letter and CV by email with a subject title “**Field Officer**” to pbc-sec@crdsomalia.org by the 25th July 2014. Only shortlisted candidates will be contacted. Position open to Somalis and women are encouraged. CRD reserves the right not to employ.