

JOB DESCRIPTION

TITLE: Conflict Sensitivity Officer – Conflict Sensitivity Community Hub

BASED IN: London, UK

FULL/PART-TIME: Part-time (50%)

PERIOD: 1 year (1 October 2019 to 30 September 2020)

REPORTS TO: Senior Advisor – Conflict Sensitivity and Peace Technology

BACKGROUND

The Conflict Sensitivity Community Hub (CSC Hub) is a network of international organisations and individuals engaged in promoting and advancing the concept of conflict sensitivity within the international assistance sector.

The CSC Hub engages in expanding conflict sensitivity practice into different contexts, sharing skills and knowledge around conflict sensitivity among participants, and advocating for conflict sensitive practice within the international assistance sector generally.

Peaceful Change initiative is taking on the coordination role for the CSC Hub from October 2019 to September 2020 and is looking for a part-time junior officer to support some of the practical tasks associated with this coordination role.

ROLES AND RESPONSIBILITIES

Under the supervision of PCI's Senior Conflict Sensitivity Advisor, the Conflict Sensitivity Officer – Conflict Sensitivity Community Hub, will contribute to PCI's coordination of the CSC Hub.

Responsibilities of the position include:

- Organising regular web-based consultations with CSC Hub members around CSC Hub activities, taking notes and providing facilitation;
- Communicating with CSC Hub members about events, discussions and other activities;
- Providing organisational and logistical support to CSC Hub activities, such as meetings, panels, workshops etc., guided by the Senior Conflict Sensitivity Advisor;
- Supporting the admin and budget work of the CSC Hub, as necessary, in close collaboration with the Senior Conflict Sensitivity Advisor and PCI's operations team;
- Contributing to development of the CSC Hub, including identifying and communicating with new members, preparing communications materials and updating the CSC Hub website;
- Contributing to, undertaking research for, and/or reviewing CSC Hub knowledge products, research and documents;
- Participating in and contributing to CSC Hub technical discussions;
- Participating in staff trainings offered by PCI; and
- Other relevant tasks as directed.

PERSONAL SPECIFICATION

Person specification	Essential/Desired
Knowledge and experience	
University degree in social sciences with focus on international relations, political science, conflict resolution/prevention, area studies, or similar.	Essential
Demonstrated interest in a career in peacebuilding or related areas.	Essential
Proven experience relating to the concept of conflict sensitivity would be an asset.	Desired
Skills and attributes	
Demonstrated excellent written and oral communications skills in English.	Essential
Good organisational skills, with the ability to work to a high standard under pressure.	Essential
Previous experience in coordinating networks, organising events and/or managing projects an advantage.	Desired
Proven ability to communicate clearly, tactfully and sensitively with a broad range of people, including from different cultural backgrounds.	Essential
Willingness to exemplify and model PCi's core values.	Essential