



INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT (IGAD)

TERMS OF REFERENCE/JOB DESCRIPTION

Job title:	Research and Training Officer
No of Vacancies	1
Job Grade:	P3
Accountable to:	CEWARN DIRECTOR
Division/Department	CEWARN
Program / Project Number	IGAD and EUTF
Location of assignment	IGAD CEWARN, Addis Ababa
Nationalities eligible to apply	Appropriately qualified applicants from countries in the IGAD Region are eligible to apply.
Expected Start Date	1 st June 2019
Duration of the Assignment	The contract is for a period of three years, renewable based on the availability of funds and the performance of the incumbent to the satisfaction of the project management.

DUTIES AND RESPONSIBILITIES:

Under the overall direction of the Director of CEWARN Office, the Research and Training Officer is responsible for conducting operational and actionable Research and Training in conflict early warning and response and related training to strengthen institutional and functional capacity within the CEWARN Mechanism. This will require identifying Research and Training needs and coordinating and harmonizing their execution; developing Regional Research and Training Policy for CEWARN Mechanism; and in doing so, enhance Networking with Civil Society Organizations, Academic Institutions, and relevant Think-Tanks.

Specifically, Research and Training Officer shall,

- Develop and implement policies and procedures for research, establish benchmarks to evaluate effectiveness of research;
- Develop thematic areas of research that are relevant for CEWARN and where joint collaboration is necessary with other IGAD Programmes and similar organizations such as UN, AU, Regional Economic Communities;
- Coordinate and conduct studies and researches in conflict Early Warning and Response Mechanism fields that is pertinent to the CEWARN;
- Plan, prepare and recommend annual budget for research and training to enhance research and training capabilities;
- Develop resource Centre including by establishing electronic documentation system;
- Maintain electronic subscription and procurement of essential publications from relevant sources;
- Coordinate development and ensure periodic update of CEWARN training manuals;
- Liaise with IGAD Member States and work with focal persons in the member states to harmonize and organize national and regional training;
- Working with other CEWARN and IGAD programmes, identify and review training needs and priorities;
- Coordinate and support training and re-training to meet training needs both at CEWARN Unit and within Member States;
- Coordinate with Partners, Organization and Institutions and organize Conflict Prevention, Management and Resolution (CPMR) training for CEWERU Steering Committees and Local Peace Committees in the Member States;
- Commission internal, external and specialist trainers managing relationships, negotiation, contracts, evaluation and issues that arise;
- Work with member states and various partners to organize and deliver joint training events and multi-agency training programmes, and establish a pool of trainers in all the Member States;
- Promote all aspects of training and development to encourage a culture of lifelong learning and continuous professional development;
- Contribute to publication of training manuals, research products and any other relevant documents as deemed necessary;

- Identify and summarize ongoing research in the region related to peace, conflict, and security;
- Compile and review periodic reports and strategy documents;
- Organize and deliver networking workshops with Civil Society Organizations to widen information sources;
- Participate in and contribute to other activities relating to conflict analysis, produce and submit periodic reports on activities and specific assignments;
- Carry out any other related duties as may be assigned by the Director of CEWARN Office.

MINIMUM QUALIFICATION

Education

- A minimum of Masters Degree in social science research; information management; human resource; political science; conflict and security studies; or related field;

Experience

- At least five years' uninterrupted professional experience in research and training related to peace, conflict and security;
- Demonstrable experience and expertise in research and research and analysis methods (both qualitative and quantitative);
- Demonstrable experience in designing, undertaking and coordinating training;
- Strong report writing skills;
- Demonstrable knowledge of peace, security, conflict and development issues of IGAD region;
- Demonstrable experience in managing people, resources, and coordinating activities and programmes.

SKILLS AND ABILITIES

- Excellent proficiency in English language and strong verbal and written communication skills;
- Working in multinational and cultural environment;
- Conflict sensitivity;
- Ability to multi task and deliver under pressure;
- Networking skills;
- In addition, expertise and or background in the following areas are advantageous;
 - Conflict risk and analysis and synthesis
 - Computing and technological skills
 - Monitoring and Evaluation

HOW TO APPLY

Only candidates who meet the profile of the minimum qualifications, experience and core competences stated above need apply. Submitted applications should be accompanied by the candidate's detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three reputable referees and the candidate's contact details (E-mail address and telephone numbers).

The applications should be addressed to:
The Director, Administration & Finance, IGAD,
P. O. Box 2653, Djibouti,
Republic of Djibouti;

Sent by email:

E-mail to the following e-mail address: hr@igad.int, CC. antony.kosgei@igad.int bearing the subject line: **Research and Training Officer**

Deadline for submission of applications
Must be received at the IGAD Secretariat by **c.o.b. 10th May 2019.**

IGAD is an equal opportunities employer. Female candidates are encouraged to apply.

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