



JOB ADVERTISEMENT, (VACANCY ANNOUNCEMENT N0. VA-01/2014)

The Nordic International Support Foundation (NIS) is a Norwegian-registered non-profit organization engaged in stabilization and reconciliation initiatives in conflict and post-conflict areas. Our primary areas of intervention are institutional development, public service delivery, and conflict resolution. Headquartered in Oslo, Norway, NIS recently finalized a project in Sri Lanka and currently implements projects in Somalia, Myanmar, and the Sahel.

GENERAL INFORMATION

Duty station:	Baidoa, Somalia
Position title:	Project Officer
Reporting to:	Head Field Office Baidoa
Duration:	6 months
Issue date:	24/01/2014
Closing date:	03/02/2014

Responsibilities:

- Participate in planning, coordination and execution of the project activities in Bay Region.
- Monitor the implementation of the project at the local level, in close collaboration with IP and contractor in Baidoa, Bay Region.
- Assist in conducting regular meetings of community leaders and partners, Bay Region.
- Assist in the review of achievement, constraints and provide feedback accordingly.
- Remain alert to identify and appropriately report any emerging project issues in Baidoa, Bay Region.
- Draft weekly project updates, monthly progress report and final report.
- Compile field visit and assessment reports as appropriate.
- Ensure that all documentation of the project is promptly and correctly filled and archived as necessary.

- Be the budget holder for the project and follow up as necessary under the supervision of the NIS Finance staff.
- Perform any other related duties as required.

Qualifications and Experience

- Degree in administration, project planning and management or other related subject. Alternatively a combination of relevant education and professional experience can substitute the requirement of a degree.
- Advanced computer skills.
- A thorough knowledge of written and spoken English and Somali is required.

Competencies:

- Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies, and to identify priority activities and assignments.
- Communication: Solid communication skills, both oral and written; ability to provide both detailed and strategic analysis and negotiation skills; ability to prepare written reports that are clear, concise and meaningful. Good facilitation skills.
- Teamwork: Strong interpersonal skills; willingness and ability to work effectively and harmoniously within a diverse work environment in a multicultural, multiethnic organization. Ability to actively participate in team endeavors and to contribute positively to a team environment.
- Ability to work well under pressure and handle concurrent activities simultaneously.

Experience:

- Preferably three years of professional experience in project management. Previous experience of working with an international or multilateral organization would be desirable.

Application Process

Interested and qualified candidates are requested to submit online applications only according to the following procedure:

- Send an application letter and an updated CV, which should include contact information for three work-related references.
- Applications that do not meet the above requirements will be disregarded.
- Hand delivered applications will no longer be accepted.
- Only shortlisted candidates will be contacted.
- Send your application on recruitment.somalia@nis-foundation.org by 03/02/2014.

**QUALIFIED FEMALE CANDIDATES ARE PARTICULARLY
ENCOURAGED TO APPLY**