



SECURITY SECTOR REFORM

Think TANK

UNIVERSITY OF LIBERIA

KOFI ANNAN INSTITUTE FOR CONFLICT TRANSFORMATION
GRADUATE PROGRAM IN PEACE, DEVELOPMENT AND POLICY STUDIES

Vacancy Announcement

Programme Manager Temporary contract

The Kofi Annan Institute for Conflict Transformation of the University of Liberia is currently seeking applications from qualified national candidates for a temporary position of **Programme Manager**. The national consultant will work under the overall guidance of the head of the Kofi Annan Institute for Conflict Transformation. He/she will manage the programme developed to support the establishment of Security Sector Reform Think Tank at the University of Liberia.

Background

In 2016, the University of Liberia (UL) with the support of the United Nations Mission in Liberia (UNMIL) along with Ministry of Justice, security sector institutions, civil society groups and other principal institutional partners, launched the Security Sector Reform Think Tank. This innovative initiative aimed to promote local ownership of the SSR process through the building of national expertise on Security Sector Reform and the increasing of the participation of diverse segments of society in the planning and implementation of security related policies.

The SSR Think Tank emerged in recognition of the need for an alternative way of thinking about the role of the security services in the political life and economic development of Liberia. Furthermore, the SSR Think Tank was designed to ensure the sustainability of the security sector reform programmes supported by UNMIL, and to build the capability of Kofi Annan Institute for Conflict Transformation to provide ongoing capacity building courses to the national security sector actors. These outcomes were particularly critical due to the UNMIL drawdown and withdrawal, to protect the advances made by Liberia in security sector reform.

Programmatically, over a period of six months, the project was able to conduct targeted interventions with the legislature, the judiciary, security agencies, and the Independent National Human Rights Commission, civil society groups among others. It successfully convened dialogues, conferences, researches, trainings and published newsletters, engaging national security sector actors on the critical production of local knowledge and research about social conflicts.

Task and responsibilities

The national consultant, under the overall guidance of the head of the Kofi Annan Institute for Conflict Transformation, will:



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- Support the establishment of a permanent security sector center for democratic governance with the objective to increase the participation of civil society in the elaboration, monitoring and implementation of security polices, advancing the critical oversight function of civil society;
- Assist on the implementation of concrete actions to enhance wider local ownership over the SSR process in Liberia and to broaden and deepen the knowledge and understanding of the security practices by the civil society, consolidating gains in conflict resolution, reconciliation, and social cohesion.
- Provide secretariat to the SSR Think Tank project, including sending invitation emails, minutes of meetings to participants, drafting a contact list matrix, and reports of all activities.
- Ensure the implementation of the administrative plan for the Think Tank, including its work plan and budget.
- plan the SSR Think Tank activities and meetings and proactively monitoring its progress, resolving issues and initiating appropriate corrective action
- ensuring effective quality assurance and the overall integrity of the Think Tank activities - focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards
- manage the SSR Think Tank programme's budget on behalf of the head of the Kofi Annan Institute for Conflict Transformation,, monitoring expenditure and costs against delivered and realised benefits as the programme progresses
- ensuring the delivery of new goods or services from projects is to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme arrangements
- manage communications with all stakeholders
- manage both the dependencies and the interfaces between projects.
- Support the think tank to convene 3 open dialogues, drafting its reports and submitting to relevant institution for action.
- Support the think tank to develop 4 monthly newsletters, 1 radio talk shows and the online media tools (one Facebook page and one YouTube channel) reporting its activities of the security sector institutions.
- Support the organization of Specialization Course on SSR Policy Development at the University of Liberia and the organization of a national conference on Security Sector Reform.
- Support the organization of a book, revising its articles and drafting a paper to contribute to the SSR debate.
- Support the organization of a 2 field researches and the drafting of a report highlighting the perspectives of Liberian society about violence and security.



- Draft bi-weekly reports consolidating all the consultations and activities conducted, information collected, concerns and challenges;
- Draft a final report developed with clear actions points for the taskforce regarding the implementation of its administrative plan;

Qualification and Experience

A Bachelor degree in any of the Social Science, Law, Political Science, Gender Studies, Administration, or equivalent field; a minimum of five (5) years relevant professional experience; and a Master Degree or plus one (1) year relevant professional experience.

Skills

- Good knowledge of Microsoft Office Tools such as Word, Excel, Power Point, Access.
- Knowledge and direct experience with SSR, management and public administration
- Excellent oral and written communication skills in English
- Excellent team player.
- Good self and time management skills.
- Good negotiation and problem solving skills.
- Pro-active management outlook.
- Ability to work in a cross-cultural environment.

Duration of the contract

This is a temporary position 3 and ½ months.

How to apply?

Interested candidates can apply until by **15 November 2017** sending the following documents with the email title of “**Programme Manager**” to <ssr.thinktank.liberia@gmail.com>:

- (i) Current CV/Resume with all the applicant complete contact information (phone, email and current address);
- (ii) Recommendation letter from a supervisor (professional or academic); and
- (iii) Motivation letter answering the following question in 500 words minimum: “Why do I feel best suited for this position and what qualities I bring” in accordance with the attached TOR for this post (annex).

Only electronic application will be accepted.

Selection process

(1) Pre-selection results – 15 November 2017

Pre-selected candidates will receive an email on **15 November 2017** requesting their presence at the written test and interview.



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(2) Interview and written test - 16 November 2017

All the interviews and written tests will take place on **16 November 2017** from 14:00-15:00 am at the KAICT Front Office. The written test will evaluate the candidate knowledge of public administration and security sector reform of the candidate and its capacity to manage, coordinate and draft documents related to security sector reform institutions at national level.

At the interview, pre-selected candidates will be requested to present the following:

- (i) 6 (six) printed copies of their CVs with passport pictures and supporting documents for all their courses and other academic qualifications mentioned in the CV;
- (ii) valid ID

(3) Final results - 16 November 2017

Final results will be communicated on **16 November 2017**. Contract will be signed on **16 November 2017**

Duration of the contract

This is a temporary position. The duration of the contract is 3 and ½ months.

Women are highly encouraged to apply to this position.