



## Senior Project Officer - Syria, Damascus

---

### About Search

Search for Common Ground (Search) is a non-governmental organization working to transform the way societies deal with conflicts. It has many years of experience in peacebuilding and is based in many local offices worldwide. Search strives to build sustainable peace for generations to come by working with all sides of a conflict, providing the tools needed to work together, and finding constructive solutions. While conflict is inevitable, violence is not! Search's mission is to transform the way the world deals with conflict, away from adversarial approaches, and toward cooperative solutions. Instead of tearing down an existing world, Search focuses on constructing a new one. Search shifts the everyday interactions between hostile groups of people, so they can work together to build up their community, choosing joint problem-solving over violent means. Search relies on local staff as well as local partner organizations to ensure its work is culturally sensitive, sustainable, and well-grounded in the context.

For more information, visit [www.sfcg.org](http://www.sfcg.org)

### Position Summary

Search is seeking qualified candidates to support the team manager of one of our key projects. The project will support local civil society organizations in addressing relevant local needs in a sensitive manner, through capacity building, dialogue processes, small grants, and networking events. The senior project officers will oversee and implement day-to-day operations in the areas of implementation with the guidance of the Senior Project Manager and in collaboration with the implementing partner, ensuring that activities run smoothly and achieve high-quality results. The Senior Officers will lead in engaging with local CSOs and stakeholders, organizing capacity building activities, networking meetings bringing together a diverse group of stakeholders, and will support the implementation of dialogue sessions on pressing issues on the local level, national and international levels, in addition to supporting research and local-level CSO sub-grant initiatives. These activities are part of the implementation of a 12-months project aiming to empower diverse civil society actors to contribute to the sustainable and equitable development of their communities.

The Senior Project Officer is expected to work in close collaboration with the Senior Project Manager (Sr PM) and other departments, including Finance, MEAL, and People & Culture, Procurement & Logistics, etc.

## Scope of Work

- Deputize the Sr PM necessary and relevant in project-related events and meetings.
- Support the program team in the design, planning and implementation of project activities in a timely manner, ensuring good quality action and credible outcomes.
- Lead in the planning and implementation of project activities in participatory approach with the project team and relevant partners and stakeholders.
- Lead on ongoing communication, collaboration, and coordination with in-country Field Project Officers and other teams and units at Search on the national and the global level.
- Support the team in overall partnership management and developing and maintaining proactive, positive, and professional relationships with all relevant stakeholders, including partners, civil society organizations, media professionals, and any other external actor.
- Coordinate with the operations team to arrange for safe, accessible, and adequate logistical arrangements for the project's partners and stakeholders.
- Ensure financial necessary arrangements and documentation are made for activities and assist with all other matters related to the project as needed for financial and administrative compliance.
- Support the Sr PM in ensuring the project's overall compliance with Search's policies and procedures.
- Support the Sr PM in the management and reporting on project activities, timely grant reporting and compliance with contract and donor guidelines, in coordination with the local partners.

## Roles and Responsibilities

### 1. Activity Design and Implementation

- Support the Senior Project Manager in ensuring the quality, effectiveness, and ultimately the impact of Search's ongoing project activities.
- Support the Senior Project Manager in analyzing conflict, stabilization, peacebuilding, and social cohesion dynamics in target communities and ensure activity design responds to and is informed by these.
- Support the Senior Project Manager in designing new activities that meet the purpose of the project, as well as fit with Search's strategy.
- Support the Senior Project Manager in ensuring Search's project activities are inclusive, and conflict and gender sensitive.
- Remain alert and responsive to any safeguarding risks, and acquire relevant knowledge and skills which will enable promoting strong safeguarding practices within the project.
- Support the Senior Project Manager in adapting activity design to digital and virtual methods to ensure project continuity in times of movement restrictions due to pandemics, tensions, or other factors.
- Lead the planning and implementation of workshops, dialogue sessions, training sessions, meetings, and other project events and activities, as needed.
- Provide support to CSOs in the implementation of their projects, especially regarding challenging and changing operating environments and how to best ensure the safe

implementation of their activities.

- Collaborate with Search's finance team to fulfill payments and other project expenditure, in alignment with project needs and standards of quality and value for money.
- Cooperate closely with the Logistics & Project team to ensure that all financial transactions are accurate and well documented.
- Support the Sr PM in setting up and updating the financial and administrative systems necessary for the execution of the project.
- Support the Sr PM in developing and maintaining project records such as databases, reports, and records of decisions.
- Keep abreast of Search-worldwide peacebuilding work, findings from the evaluation of other countries' projects, including lessons learnt and best practices, and use the findings to enrich project activity design.
- Support the Senior Project Manager in regularly monitoring the quality, resonance, reach, and relevance of project activities by supporting the MEAL team in organizing reflection and learning meetings.
- Closely collaborate with the MEAL team to ensure a monitoring system and monitoring and evaluation plan and system for the project.
- Participate in the design of new programs and projects to ensure that learning from ongoing activities informs the design of new projects.
- Participate in project launch, mid-term reviews, and close-out workshop.
- Support the strategy and mission of Search in the target country, the region, and globally.

## **2. Project Planning and Reporting**

- Support the Senior Project Manager in planning the work of the project team, including capacity building of the team, partners, media professional, and target participants.
- Support the Senior Project Manager in ensuring activities are delivered on time and with high quality.
- Support the Senior Project Manager in ensuring activities are documented by relevant staff.
- Support the Senior Project Manager in developing and following the project's monthly work plans that derive from the annual work plans (programmatic and financial work plans).
- Support the Senior Project Manager in developing and regularly updating the project's annual work plan.
- Support the Senior Project Manager in producing activity and project reports that are drafted in a results-based manner, ensuring high quality, consistency, and completeness.
- Support the Senior Project Manager in producing at least one well-written success story from the project per quarter.

## **3. Relationship with Stakeholders**

- Support the Sr PM in mapping, selecting, and engaging with target civil society organizations as indicated in the project's proposal.
- Support the Sr PM in maintaining a network of participants, stakeholders, and influencers at the local and national level and a contact database relevant to the project.
- Support the Sr PM in managing the partnership agreements with the project partner.

- Keeping track of contracts and their end dates, ensuring timely renewal of agreements, and keeping track of support provided to each partner.
- Support the Sr PM in developing and maintaining proactive, positive, and professional relationships with consortium partners, civil society organizations, international organizations, UN agencies, media outlets, and local communities.

### Other Details:

- Job location: Syria - Damascus
- Contract period: 12 months
- Additional benefits: laptop, phone, travel expenses covered outside of the duty station, training opportunities
- Frequent visits to the following field areas: Daraa, Sweida, Hassakeh, Raqqah, Deir Ezzor, Aleppo, Idleb, and central Syria and the Coastal governorates.

### Required Profile

#### Education

- Preferred Bachelor' Degree in any of Business Administration, Sociology, Communication Arts, Economy, Political Science, International Affairs, Social Sciences or else
- Advanced Degree is a plus;
- Additional education or training in conflict management, digital peacebuilding, and/or project management would be a strong asset.

#### Experience:

##### *Essential*

- **Minimum seven years of experience** is required for this position, preferably in non-governmental work.
- Experience in project implementation and the use of relevant project management tools such as budgets, logical framework, and work plan matrices.
- Experience in working in conflict settings and geographies.

##### *Desirable:*

- Experience in designing, planning, and implementing in-person and virtual networking events
- Experience in report writing and developing knowledge products related to dialogue sessions and networking events.
- Experience in partnership management and stakeholder engagement.
- Experience in working on conflict, conflict transformation, and peacebuilding.

#### Other Relevant Requirements:

- Proficiency in written and spoken English and Arabic.
- Well organized, dynamic, flexible, and adaptable to changing circumstances
- Ability to work effectively in a team environment and strong communication and interpersonal skills.
- Adequate understanding of advocacy and networking with Track I, Track II, and Track II.
- Adequate understanding of context assessment and analysis exercises.

## Senior Officer - Behavioral Indicators

- Initiates brainstorming or problem-solving meetings. With time in job, develops skills for analyzing and communicating program successes and failures; reports lessons learned to the team and other members.
- Represents Search at local and international events and meetings for professional organizations, vendors, partners, and funders. Develops skills to independently initiate and maintain relations with vendors, partners, and funders. Articulates Search program/project goals and objectives within Search and to external audiences.
- Demonstrates appreciation for diversity of thought. Builds cross-functional relationships with other functional departments.
- Demonstrates ability to be adaptable and willing to confront and change own ideas and preconceptions with the resiliency and flexibility to make changes based on hearing a diversity of thoughts.
- Drafts team documents, briefing materials, and presentations. Articulates program/project objectives and how they fit into a team's goals and/or Search's mission and adapts to the communications setting.
- Applies standards, identifies areas for standardization, and coordinates across functions from a multicultural perspective that reflects consideration of other cultures, other viewpoints, and other ways of doing things.
- Takes into account the environmental landscape, assesses one's own and others' viewpoints in their environment, and proposes solutions from an ethical perspective.
- Recognizes the options available for solving problems, conducts analyses, and calculates metrics and other technical tools to support informed decision making.
- Conducts Quality Control of team documents, briefing materials, presentations, and systems data. Carefully reviews and checks the accuracy of information in work reports, management information systems, or with other individuals and groups. Checks the accuracy of one's own and others' work. Proactively informs management of potential risks and concerns; suggests resolutions.
- Independently prioritizes time to reach deadlines and reaches end results of assignments with ability to accomplish multiple steps with limited to no supervision.

### How to apply:

To apply, interested candidates are requested to upload their CV to the following link, related to Search For Common Ground job portal:

<https://sfrgorg.rec.pro.ukg.net/SEA1506SFCG/JobBoard/4cbb4f6e-0c88-42f6-86d6-6570baa7090b/OpportunityDetail?opportunityId=7745d187-a963-4aa8-8505-a1db25a3e347>

### **\*P.S:**

- If the link was unfunctional after accessing, please try to reload the page after activating a VPN proxy

-Only candidates who apply through the above link will be taken into consideration, and only shortlisted candidates will be contacted.