TERMS OF REFERENCE

Project Assistant - Diaspora

Duty Station: Mogadishu, Somalia
Position Title: Project Assistant: Diaspora – Dan Guud Project
Classification: Consultant for the Benadir Administration
Duration: 6-month, with possibility of extension
Salary: $500 USD per month

The overall objective of the Dan Guud Project is to promote stability in Mogadishu through targeted interventions that foster good governance, safety and economic recovery.

Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the Deputy Mayor, and the Program Coordinator and the Senior Project Advisor, while under direct supervision by the Project Advisor – Diaspora, the Project Assistant-Diaspora will assist the Project advisor in linking the Somali Diaspora to program activities in the Dan Guud project. The Project Assistant-Diaspora will be based within Benadir Administration and work closely with the Deputy Mayor’s office.

General Functions:

The Project Assistant-Diaspora in the Dan Guud Unit will represent the interests of the program in his/her area of responsibility. In doing so, the Project Assistant-Diaspora will work in an integrated manner with the Somalia TFG Government and regional and district authorities with a particular focus on, outreach to, and coordination with local communities.

The Project Assistant-Diaspora will assist in strategizing, coordination, and special event planning to promote linkages between the Somali Diaspora and activities in Somalia. The Project Assistant-Diaspora will support will support the public relations and outreach initiatives both within Somalia and in the region to identify key resources that can bridge the gaps that exist in Somalia.

Specific Responsibilities:

The Project Assistant-Diaspora - responsibilities will include, but not be limited to, the following:

1. Assist in the development, coordination and implementation of methodologies for engaging government entities and local communities in consultative processes for project identification and implementation.

2. Write-up and recommend projects from those identified through consultative processes using the Programme’s Activity Database.

3. Interface with the Diaspora on a regular basis to share information on current issues in Somalia, identify human capital, and other resources that exist in the Diaspora and can be used to supplement activities in Somalia.

4. Facilitate public presentations and demonstrations to Diaspora communities to
introduce them to the Dan Guud project and garner support for the initiatives being carried out.

5. Lead the production of informational/promotional material to be distributed to the Diaspora.

6. Develop relationships with a broad spectrum of promotional outlets print and electronic media to establish a strong support coalition.

7. Provide technical assistance to grantees as directed by the project advisor, or arrange technical assistance from the relevant government authority.

8. Undertake regular travel to the districts in order to identify, develop and/or support programming opportunities.

Requirements:

1. University degree or Diploma preferred, such as in development, public relations, project management, social work or any other related field.

2. Minimum of two years of professional experience in the field of governance and development, or management, especially in international organizations such as NGOs.

3. Minimum of one year specific experience in the field of development with project design, implementation and monitoring.

4. Experience in community participation and consensus-building projects.

5. Thorough knowledge and understanding of government structures and current development planning in Somalia.

6. Demonstrated capacity to understand and analyze the national, regional, and local political context in Somalia, and especially Mogadishu.

7. A drive for results in a high-volume, quick-paced programme environment; creativity and analytical capability required to respond to evolving programme demands and current events.

8. Excellent computer skills, including MS Office suite.

9. Written and spoken fluency in English and Somali is required.

Desirable Qualifications:

Strong inter-personal skills and an ability to work within and build a team environment; ability to provide both detailed and strategic analysis; excellent communication and negotiation skills; ability to work effectively and harmoniously within a diverse work environment.
Interested candidates must send a CV/resume to danguud.benadir@gmail.com.

Write “Project Assistant - Diaspora” in the SUBJECT LINE.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

Closing Date: November 04, 2011