



HEAD OF OFFICE – CIR LIBYA

About the job

The Italian Council for Refugees (CIR) is presently looking for a highly qualified and experienced Head of Office to ensure the development of CIR activities in Libya. The ideal candidate will have significant experience in managing humanitarian missions in complex contexts, excellent staff management skills, and a strong and proven track record working with refugees and/or displaced persons.

The Head of Office will be under the direct supervision of the Regional Director and will be based in Tripoli.

Overall purpose of the role:

The Head of Office will be responsible for close follow-up of the activities of CIR in Libya. She/he will have to ensure that all CIR projects are duly implemented, according to the rules and regulations of donors and in line with the local context. She/he will also represent CIR with government, donors and other international organizations present in the country.

Main duties and Responsibilities of the role

- o Be in charge of following-up the implementation of all activities of CIR in Libya;
- o Supervise the work of program and support departments;
- o Ensure that CIR presence in Libya is compliant with national laws and regulations;
- o Be responsible for the security of all the staff working in the mission, through the support of the security focal point;
- o Represent CIR in the country and coordinate with the Regional Director on opportunities for funding in Libya.

Essential minimum qualifications and professional experience required

- Education: Advanced University degree in Political Sciences, Law, International Relations, Economics, Human rights or related field;
- Job Experience: Minimum 5 years of relevant professional experience in a major emergency operation;
- Languages: Arabic and English are required;
- Experience in managing substantial budgets and multiple donor contracts in emergency operations;
- Demonstrated capacities in leadership, initiative, communication, coordination and in working in a multicultural staffing context;
- Good analytical and problem solving skills;
- Ability to work independently and under pressure in a remote environment;



o Diverse field experience, in particular in an African context. Previous operational experience in Libya is highly desirable.

Conditions – We offer

- o Contract: Fixed-term position
- o Contract length: 5 months with possibility of extension
- o Start date: As soon as possible
- o Duty Station: Tripoli

Application process

All applicants must send a cover letter and an updated CV (no longer than four pages) in English to **hr@cir-onlus.org**

Closing date for applications: Monday, September 10th 2018.

For further information about the Italian Refugee Council, please consult our website www.cir-onlus.org

Salary and conditions will be in accordance with Italian Council for Refugees 's Terms of Employment for Expatriates.

Date 02/08/2018