



QIPs Programme Officer

About the job

The Italian Council for Refugees (CIR) is presently looking for a talented and motivated professional to support operations in Libya in the framework of UNHCR funded projects.

Overall purpose of the role

The incumbent will be based in Tunis working in remote under the direct supervision of the Program Manager on the elaboration and implementation of Quick Impact Projects (QIPs).

Main duties and responsibilities

- Participate actively in structuring the program in adherence of UNHCR requirements;
- Support in drafting guidelines, strategies and other documents related to the implementation of the QIPs;
- Compile narrative reports for donors and HQ;
- Assist in coordinating operational staff in Libya and collecting all the required documents from the field;
- Translate documents, archive, insert data and maintain records as instructed by senior staff members;
- Participate in external meeting if needed;
- Availability for short field visits to monitor activities conducted by CIR staff in the areas of intervention;
- Perform other related responsibilities as assigned, to assist the responsible and others on program matters as required.

Essential minimum qualifications and experience required

- Master Degree in political sciences, international development, sociology, migration studies, international asylum law (other related field can also be considered);
- Proficiency in English (both written and spoken);
- One or two years of relevant working experience;
- Good knowledge of migration, asylum and refugee issues;
- Ability to communicate and work in a multicultural environment and with people from different backgrounds;
- High stress management capacity, especially in pressing and emergency contexts;
- Predisposition to teamwork and to collaborate profusely with other operators;
- Good organizational skills and ability to prioritize tasks;
- Availability to work with flexible working hours;
- Strong motivation in working with migration-related issues and for a not-for-profit organization.



Desirable Qualifications:

- Proficiency in additional languages, preferred Italian and Arabic;
- Previous working or volunteering experience in North Africa;

Conditions – We offer

- Contract: Fixed-term position
- Contract length: 8 months
- Start date: As soon as possible
- Duty Station: TUNIS

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: **Thursday April 19th 2018** at midnight.

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 International staff.

Date: 29/03/2018