



Job Opportunity

Assistant Conflict, Security & Justice Adviser - Africa

First Call Partners works with governments, international organisations, the private sector and NGOs to increase the effectiveness of their work on conflict, security and governance issues. We are a growing company with ongoing and increasing commitments in Africa, South Asia, Europe and the Middle East. We are headquartered in London, with staff and associates based both in the UK and in the countries in which we work. We require a dynamic and thoughtful individual to join our team as an Assistant Conflict, Security and Justice Adviser with a focus on Africa. You will be interested in what generates conflict and insecurity and what can be done to tackle it. You will have excellent research and project management skills, an understanding of conflict, security and justice issues, ideally in an African context, and the ability to write and present clearly to policy makers and implementers alike. You will be a self-starter, happy to take on new challenges and able to work in a fast paced and dynamic environment.

Key Tasks

Key tasks include, but are not limited to:

Project Delivery and management

- Project management support for First Call Partners' Africa-focussed activities - including contracting, associate management, invoicing, and project-related administration.
- Technical project inputs on Africa-focused activities – including supporting literature reviews, evidence generation, conflict and political economy analysis.
- Lessons development – working with First Call Partners' Directors to develop lessons and best practice for internal and external use.

Business Development

- Identifying opportunities for First Call Partners' work in Africa.
- Undertaking research to support the generation of bids for work within First Call Partners' areas of expertise with a particular focus on Africa.
- Drafting bid content, including identifying consultant contributions, preparing commercial and technical aspects and liaising with clients.

Organisational Development

- Developing, catalysing and maintaining First Call Partners' global network, through the establishment of partnerships with Africa-focused individuals and institutions.
- Coordinating First Call Partners' associate network, acting as the primary point of contact for those with whom we partner in Africa and maintaining our database.



- Helping to developing, implement, monitor and adapt First Call Partners' communication strategy, including helping maintain our website and an appropriate and sustainable social media presence.
- Establishing and improving our knowledge and information management systems, including with a view to developing our security and justice lessons and best practice repository.

Experience and competencies

We are looking for someone with the following skills, experience and competence:

Skills and experience

- Excellent research and writing skills, developed through a relevant Masters degree and/or through relevant work experience.
- A broad understanding of conflict, security and governance issues developed through academic study, ideally to Masters level or beyond, and/or through relevant work experience.
- Experience of working on or in Africa, with a particular focus on West Africa and the Horn and Eastern Africa.
- Experience of project management, ideally involving working internationally.
- Excellent written and spoken English; French would be a distinct advantage.

Competencies

- Ability to cooperate with colleagues and work both as an engaged team member and alone.
- Flexibility to respond to opportunities as they present themselves.
- Awareness of the sensitivity of the issues and the role and perceptions of outside actors.
- Discretion at all times to maintain the confidentiality of clients and partners.
- Ability to travel for short periods of time, occasionally at short notice.
- Creativity to identify new and appropriate responses to conflict and insecurity issues.

Salary commensurate to experience

To apply:

Please send your CV and a covering letter outlining how you meet the requirements of the post to Henry Smith (henry@firstcallpartners.org) by 1700 on Wednesday 12th February. To discuss the role in more detail please contact Henry on the email address above.