

First Call Partners

Job Description: Assistant Conflict, Security and Justice Adviser

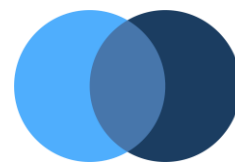
First Call Partners works with governments, international organisations, the private sector and NGOs to increase the effectiveness of their work on conflict, security and governance issues. We are a growing company with ongoing and increasing commitments in Africa, South Asia, Europe and the Middle East and North Africa. 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 proactive, dynamic and thoughtful individual to join our team as an Assistant Conflict, Security and Justice Adviser. You will play a crucial role in supporting the planning, execution, and successful delivery of First Call Partners' projects. You will be interested in what generates conflict and insecurity and what can be done to tackle it. You will have excellent project coordination skills, and an understanding of conflict, security and justice issues. You will be a self-starter, capable of working both alone and in wider teams, happy to take on new challenges and able to work in a fast paced and dynamic environment combining a mixture of short-term and longer-term priorities.

Main Duties

The **overall purpose** of this role is to:

- Provide administrative and logistical support to Directors, Conflict, Security and Justice Advisers, consultants and teams in project delivery.
- Track and update project budgets and workplans.
- Undertake financial management tasks, including accurate project forecasting and budgeting, processing supplier invoices and raising client invoices.
- Liaise with consultants and subcontractors to ensure timesheets and invoices are received in a timely and accurate fashion.
- Communicate with consultants to maintain relationships, informing the Project Director of any problems and expected outcomes.
- Monitor, maintain and archive projects and filing and folders, ensuring project documentation is properly named and filed in accordance with company guidelines.
- Report any potential risks, hazards, or incidents to the Project Director.
- Support the recruitment and mobilisation of consultants according to FCP procedures and with an appropriate contract in place.
- Support logistical planning and coordination on projects, including mobilisation of consultants and staff.
- Support the undertaking of literature reviews, thematic and contextual research, preparation of reports and client deliverables according to FCP standards.



Experience, skills and competencies

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

- Working knowledge of a range of software applications and strong computer skills including Microsoft Windows, Word, Excel, Outlook, and PowerPoint
- Clear, confident, and articulate communicator.
- High level of initiative; problem-solving and organisational agility.
- Strong organisational skills with high attention to detail.
- Ability to multi-task, juggle competing demands, and prioritise work.
- Excellent research and writing skills.
- A broad understanding of conflict, security and governance issues developed through academic study, and/or through relevant work experience.
- Excellent written and spoken English; French would be a distinct advantage.
- Ability to cooperate with colleagues and work both as an engaged team member and alone.
- 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.

Full-time, Permanent

Location: London, United Kingdom

Working Hours: Monday to Friday, Flexible hybrid working office & home

Salary & Benefits: £24,000 - £28,000 per annum, commensurate with experience

To apply: Please send your CV and a covering letter outlining how you meet the requirements of the post to Mark White (mark@firstcallpartners.org) by 1700 on Thursday 29th February.