

## JOB DESCRIPTION

<b>Job Title</b>	<b>Administrator – Peacebuilding Issues Programme (PIP) (Part-time, 3 days a week, with the possibility of becoming full-time, dependent on workload and availability of funding)</b>
<b>Reports to</b>	<b>PIP Programme Assistant</b>
<b>Job location</b>	<b>London</b>
<b>Grade</b>	<b>5.2</b>
<b>Salary</b>	<b>£ 20,212 pro rata</b>
<b>Contract duration</b>	<b>9 months. Possibility of extension dependent on funding.</b>

### International Alert

International Alert is an independent peacebuilding organisation that has worked for over 20 years to lay the foundations for lasting peace and security in communities affected by violent conflict. Our multifaceted approach focuses both in and across various regions; aiming to shape policies and practices that affect peacebuilding; and helping build skills and capacity through training. Our regional work is based in the African Great Lakes, West Africa, the South Caucasus, Nepal, Sri Lanka and the Philippines. Our thematic projects work at local, regional and international levels, focusing on cross-cutting issues critical to building sustainable peace. These include business and economy, gender, governance, aid, security and justice. We are one of the world's leading peacebuilding NGOs with an estimated income of £8.4 million in 2008 and more than 120 staff based in London and our 11 field offices.

### Gender Action for Peace and Security (GAPS)

Gender Action for Peace and Security (GAPS) is an expert working group of peace and development NGOs, academics and grassroots peace builders. Building on UN Security Council Resolution 1325 on Women, Peace and Security, GAPS promotes, facilitates and monitors the meaningful inclusion of gender perspectives in all aspects of UK policy and practice on peace and security. GAPS was formally established in 2006 and was registered in 2008. The group currently has thirteen working members. International Alert is a member of GAPS and hosts the GAPS coordinator within the gender team in the Peacebuilding Issues Programme in London.

### Department Description

The Peacebuilding Issues Programme (PIP) is Alert's thematic programme with a current staff of 15 and a forecast budget of approximately £2,000,000 for 2008. The aim of the programme is to help shape and promote policies and practice that can reduce conflict and build peace. This is in recognition of the fact that, despite substantial progress in recent years, civil society, governments and the broader international community continue to lack the full range of skills, capacity, expertise and understanding required to prevent, resolve and transform conflict effectively. Accordingly, our specific objectives are:

- to understand and raise awareness of the impact of existing efforts to address conflict dynamics and contribute to peace;
- to develop and promote the methods, tools and skills required for effective peacebuilding;
- to identify and advocate for changes to internal institutional systems and structures required to build peace.

Following recent expansion of the programme, PIP's gender team is now looking for a part-time Administrator to support the team in its continued development. The Administrator will provide support

to International Alert's gender team on two days a week and to the GAPS coordinator on one day a week. This support position would suit a current student or recent graduate looking to gain practical experience of working in an international peacebuilding NGO.

### **Job Purpose**

To ensure effective administrative assistance to PIP's gender team and the GAPS coordinator, particularly relating to arranging the logistics of events, supporting the GAPS coordinator in outreach and communications work and supporting the PIP Programme Assistant in financial administration.

### **Duties and Responsibilities**

#### ***Financial administration***

In collaboration with the Finance Department, gender project budget holders and PIP Programme Assistant:

- Track expenditure and process invoices and ensure all payments carry correct project codes, and that all payments are made on time;
- Arrange for fund transfers and cash advances, including transfers to partners, expenses for regional work and trip advances, liaising with budget holders and the Finance Department to ensure that all financial procedures have been followed;
- Collect and track expense reports submitted by PIP gender team staff and the GAPS coordinator for implemented activities (small grants, trip reports, event budget reports);
- Support budget holders in reviewing expenditure and other finance reports;

#### ***Travel arrangements and logistics***

Assist with travel and logistical arrangements for the gender team and the GAPS coordinator as required and process all related expenditures to the Finance Department:

- Arrange the logistics for events: book accommodation, venues and catering; prepare event materials (collating & photocopying); financial follow-up of events;
- Establish travel itineraries: check competitive costs, book tickets and arrange deliveries, process visa applications, arrange insurance as appropriate; monitor and troubleshoot travel arrangements and arrange urgent changes when necessary.

#### ***Communications***

Support the gender team and the GAPS coordinator in communications and outreach activities:

- Liaise with the gender team, the Communications Department and GAPS members on information for documents, newsletters and websites;
- Take minutes of meetings when requested;
- Liaise with internal and external contacts, including GAPS member organisations, International Alert's partners and service providers, by telephone, fax and email to carry out responsibilities described in this job description;
- Assist with publicity for events

#### ***Programmatic work***

- Work with partners, Finance Department, the gender team and the GAPS coordinator to gather the necessary information for narrative and financial reports to donors;
- Assist the team in developing its activities, project strategies and work plans by participating in team and strategy meetings;
- Updating of gender team and GAPS website text and links when necessary

#### ***Administrative systems***

- Maintain and review administrative systems, in consultation with team-members, including paper and intranet filing systems.

### **Travel requirements**

Some travel within the UK or EU may be required

## PERSON SPECIFICATION

### Education

Essential	Desirable
A-level or equivalent	Undergraduate degree

### Experience

Essential	Desirable
Good office administration experience, including arranging international travel.	Experience in financial administration and working with budgets; or qualification in maths/finance related area. Experience of dealing with currency fluctuations, exchange rates and movement of monies internationally.
Experience of organising the logistics of events, preferably internationally, including making bookings within a limited budget and timeframe	Experience in administration in an NGO environment or with projects funded by the European Commission
	Experience of living/working overseas or of working with colleagues and partners from diverse backgrounds in a multicultural context

### Knowledge & Skills

Essential	Desirable
Highly numerate and ability to communicate on financial matters	Familiarity with peacebuilding, international relations and/or gender issues
Excellent written communication skills, including ability to summarise information and provide progress reports	Knowledge of another language, ideally French or Russian
Good skills in internet-based searches, especially relating to travel & logistical arrangements	Web design and maintenance skills
Good skills in MS Excel, Word, Outlook and other MS office programmes, and in the maintenance of contact databases	
Ability to work under pressure, with strict deadlines and limited supervision.	
Good interpersonal and networking skills, including the ability to work in teams (both person-to-person and long-distance)	
Fluent English (verbal and written)	
Time management skills and ability to multitask, plan ahead and prioritise	

### Personal Qualities

Essential	Desirable
Ability to work to high standards and with	

attention to detail	
A commitment to the aims and values of International Alert	
A commitment to equal opportunities and to Alert's Code of Conduct	

### Summary Terms and Conditions

<b>Salary</b>	£20,212 pro rata
<b>Leave entitlement</b>	25 days per year pro rata plus English statutory holidays.
<b>Notice period</b>	There will be an initial <b>three</b> month probationary period during which notice will be <b>one</b> month on either side. On successful completion of the probationary period notice will be <b>one</b> month on either side.
<b>Working hours</b>	This post is part-time, for 21 hours per week. These can be worked flexibly as arranged, with start and finish times to be agreed with the line manager.
<b>Sport's club membership</b>	Staff can take advantage of subsidised membership of a local sports club, after completing the probation period.