

COUNTERPART PEACE
Promoting Effective and Active Engagement in Egypt

JOB DESCRIPTION

JOB TITLE: Institutional Strengthening Officer	LAST UPDATED: 30 October 2007
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A. GENERAL SUMMARY

The Promoting Effective and Active Civic Engagement (PEACE) program is an 18-month civil society development program, implemented by the Bibliotheca Alexandrina (BA) and Counterpart International with funding from the United States Agency for International Development (USAID), designed to promote civic activism by increasing citizen ability to come together to identify and prioritize concerns, and to strengthen the capacity of civil society organizations to effectively advocate their causes at the local and national levels.

The three program objectives are:

- 1) To strengthen the institutional capacity of the Bibliotheca Alexandrina and three PEACE NGOs and enhance their capacity to form coalitions and carry out advocacy campaigns;
- 2) To engage citizens in Alexandria in the democratic process by developing stronger ties between them and NGOs in advocacy efforts; and
- 3) To improve the ability of the Alexandria government to engage with citizens and NGOs in dialogue and reform.

The OD Officer acts as Institutional Strengthening/Organization Development (OD) consultant to Counterpart's Intermediary Service Organization (ISO), the Bibliotheca Alexandrina (BA), and three local NGO partners. (S)he conducts participatory OD assessments, supports partners in developing and implementing Action Plans for organization development, and provides technical assistance. This position supports all Counterpart activities, contributing as a team member.

B. PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Conduct participatory OD Assessments of partner organizations and write comprehensive assessment reports.
2. Assist partners to identify priorities, determine goals, and develop Action Plans for their organization development.
3. Follow up with PEACE partners on the implementation of their Action Plans. This includes maintaining regular contact with partners, reviewing partners' program reports to assess activities and results against Action Plans, and providing on-going feedback and support.
4. Assist PEACE partners to access resources for OD and help them to plan for and get the most out of OD interventions (trainings, consultations, etc). Provide direct technical assistance as practical and according to areas of expertise.
5. Train/consult with/support BA in its OD work with PEACE NGO partners. Support BA staff in providing technical assistance to local CSOs.

6. Coordinate institutional strengthening/OD efforts with program initiatives in advocacy and civic engagement. Provide direct assistance with implementing advocacy and civic engagement activities as requested.
7. Address program implementation issues raised by the partners and other constituencies and suggest necessary corrections in program implementation after consultations with partners.
8. Participate in collecting information for and preparing reports on PEACE program activities. This includes collecting and/or drafting institutional/OD success stories.
9. Identify OD resources and assist the IT officer to develop a database of training and OD providers and a “library of OD resource materials.
10. Contribute to overall PEACE project planning and development and participate in the development of work plans
11. As requested, assist in planning for, facilitate, and/or participate fully in meetings and ad hoc working groups.
12. Keep informed of Civil Society issues and developments in Egypt.
13. Other duties and responsibilities as assigned.

C. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. University degree in business administration, management, social sciences or other relevant field.
2. At least 5 years of progressively more responsible experience working in civil society development programs in Egypt, including experience on institutional strengthening and/or capacity-building programming for NGO development.
3. NGO/CSO management experience highly desirable.
4. Facilitation, consulting, and/or training experience required.
5. Demonstrated experience analyzing and synthesizing information and writing analytical reports.
6. Experience working for USAID-funded projects preferred.
7. Fluency in English language and proficiency in Arabic language.
8. Good computer skills to include Internet, Microsoft Word, Excel, and Outlook.
9. Must be of a good and respectful character, and be able to conduct business with the whole national and international community regardless of ethnicity, gender, religion, race, tribe or culture, with respect and professionalism.
10. Ability to work both independently and as an effective team member.
11. Ability to work under pressure.
12. Professionalism in appearance and demeanor.
13. Willingness to enhance knowledge through training and personal initiative.
14. Willingness to perform other duties as assigned, work irregular hours, and undertake travel as required.

D. REPORTING RELATIONSHIPS

Reports to PEACE Chief of Party.