

## **WILPF SEEKS ARABIC-SPEAKING CONSULTANT TO COORDINATE OUR NEW SYRIA PROJECT**

SEPTEMBER 10, 2018

**Women's International League for Peace and Freedom (WILPF)** is an international feminist anti-war organisation, founded in 1915. We are seeking an Arabic-Speaking consultant to coordinate our Syria project titled "Strengthening the Syrian Women's Political Movement (SWPM)"

### **BACKGROUND**

WILPF 2017-2019 strategy sets out our intended direction of travel for the next three years by advancing feminist peace for equality, justice, and demilitarised security through two interlinked paths, namely: 1) by addressing the root causes of violence through a feminist lens and 2) through mobilising for nonviolent action. The strategy and theory of change have been developed based on an analysis of the current context, as well as learning around the organisation's strengths and several key processes including an external evaluation of the organisation in 2017 and reflections from the centenary of WILPF. Outcome 5 of the strategy includes Syria as one of the 5 prioritised countries.

WILPF seeks to counter male-dominated, exclusionist political environments and processes, and obstacles to women's participation in the public sphere and in decision making roles in particular. WILPF will support feminist activists who suffer from systematic isolation to be present at the table, by equipping them with technical support and knowledge to bring feminist perspectives to political processes and influence decision-making.

WILPF is supporting the Syrian Women's Political Movement (SWPM) through a 7-months initiative to build its structure, enhance organizational capacity and engagement with the grassroots constituencies, and foster links within the feminist movement. This will feed into WILPF's collective efforts to strengthen women's meaningful participation in decision making and peacebuilding processes.

### **YOUR TASKS**

The objective of the role is to coordinate the design, development, implementation, monitoring and evaluation of the WILPF Project 'Strengthening the Syrian Women's Political Movement (SWPM)' under the supervision and support of the MENA Director. This will include:

#### **1. Finance Management and coordination with partners**

- Managing the project finances and budget, including liaising with WILPF finance department, financial reporting and finding solutions for issues as and when they arise
- Ensuring accuracy of activities vis-à-vis contractual and grant commitments
- Adhering to administrative and recordkeeping guidelines to support the Finance/Admin team with accurate bookkeeping and documentation of activities, including communicating the importance of filing invoices and proof of payment for reporting

#### **2. Coordination and Logistics**

- Overseeing the arrangement of regional coordination meetings and advocacy delegations
- Organising a movement-building roundtable meeting with international organisations, networks and alliances.
- Holding a General Assembly meeting
- Coordinating the outsourcing of external advisors to meet the technical support needs of the movement, which may include the design and implementation of an online platform
- Conducting trainings for SWPM's follow-up committee and members on issues such as governance, media and communications, and advocacy.
- Coordinating and delegating the arrangement of visas, travel tickets, accommodation, food and venues for regional coordination meetings
- Attending monthly staff meetings and providing staff team with any updates on the Project
- Liaising with MEL Advisor and other external consultants

- Drafting contracts for external consultants and ensuring they are adhered to

### **3. Internal and External Communications**

- Coordinating with national/local partners in Arabic and English, as well as with other programs of WILPF in Geneva and New York
- Liaising with international, regional, and local organisations and stakeholders, as well as special consultants to the project, including representing WILPF at national and international meetings
- Working closely with the Communications Manager to ensure timely implementation of the communication strategy for the project, which includes writing blogs and analyses when needed
- Assisting in the development of toolkits, manuals and resource material for the project
- Providing accurate translation and proofreading of correspondence, training materials and other documents, as well as informal interpretation in meetings
- Responding to external inquiries on Syria through WILPF Secretariat email in coordination with the MENA Coordinator and MENA Director
- Producing videos and tools to increase visibility of SWPM to the public
- Conducting national consultations inside and outside Syria to bring grassroots' input for thematic papers.
- Meeting with the Canadian mission in Geneva.
- Developing the movement's annual strategy and governance structure

### **4. Monitoring and Evaluation**

- Undertaking tracking of 1) project activities including communications through the correspondence log on One Note; and 2) tasks through the project log on Google Sheets
- Tracking external communications (website, social media) through the Communications Tracker on Google docs
- Updating and assessing progress made in accordance with the work plan and Trello board
- Monitoring progress made on key performance indicators within the Performance Measurement Framework (PMF)
- Overseeing and coordinating the mid-term review process, including narrative and financial updates from the movement
- Inputting into the design of the internal evaluation (final evaluation) in collaboration with the MEL Advisor
- Extracting data on website communications undertaken by the Project team through Google analytics
- Reviewing and updating project-specific risk register on a monthly basis in accordance with the Due Diligence Framework (DDF) developed for the Project
- Monitoring the implementation of the technical support plan for the movement
- Drafting donor reports and contributing to the MENA programme reporting process
- Drafting case studies and lessons learned

### **5. Research, Analysis and Writing**

- Keeping abreast of relevant political developments
- Monitoring international developments on Syria and advising the movement on opportunities for engagement and influence
- Providing analysis and contributing to WILPF's position on Syria
- Preparing a range of written materials, including blogs, policy analyses and advocacy documents targeting policy-makers and a broader audience
- Collaborating with feminist academics and experts to provide expertise to enhance feminist analysis

### **6. Supervising Project Support Staff**

- Liaising with, delegating to and overseeing the work of project staff students and volunteers, offering guidance, support and feedback
- Undertaking weekly coordination meetings with project intern and supporting their professional development

## 7. **Other:** Carrying out other duties as required

### REQUIREMENTS

1. Written and spoken fluency in both English and Arabic. Working knowledge of French is an advantage.
2. A Masters degree in the humanities or social sciences, politics, international relations, law, gender, Middle Eastern studies, or a similar field.
3. At least five years of work experience, preferably in an international non-profit organisation, with duties involving working in the political sphere or with activists.
4. Understanding, interest in, and up-to-date knowledge of the social, political, economic, cultural and development/humanitarian landscapes in Syria.
5. Excellent writing and communication skills in both English and Arabic, experience in report writing and monitoring and evaluation is considered an advantage.
6. Excellent organisational skills, inter-personal communication skills and sound political judgment.
7. Motivated self-starter requiring little supervision, comfortable working independently and remotely and is capable of managing multiple tasks simultaneously while meeting tight deadlines.
8. Adept administrative and IT skills, including website management.

### THE PRACTICAL STUFF

This is a 7 months consultancy contract open to applicants based in London or Geneva with some travel to the region.

**Reporting line:** MENA Director

**Salary:** Salary will depend on location – starting at 4500 CHF a month

**Start date:** 1 October 2018

**Deadline:** 20 September 2018

#### How to apply:

Send your cover letter (maximum one page) and CV, in word or PDF format to **jobs (a) wilpf.org** with “**Syria Coordinator**” in the subject line. We only receive applications by email. Only shortlisted applicants will be contacted for an interview.

*WILPF is an antiwar organisation with a specific focus on issues concerning women, peace and security. Read more about us on [www.wilpf.org](http://www.wilpf.org) and follow us on our social media pages ([Facebook](#) and [twitter](#)) to keep up to date with the latest updates and opportunities.*