JOB DESCRIPTION –

NETWORK OFFICER, MIDDLE EAST AND NORTH AFRICA

Role	Network Officer Middle East and North Africa MENA) Hub		
Reports to	Head of MENA Hub	Direct reports	0
Budgetary responsibility	N/A	Resource responsibility	N/A
Safeguarding	N/A	Key relationships	Head of MENA Hub; MENA Hub staff; Director of Global Engagement
Contract	1 year fixed-term contract	Location	Jordan, Morocco or Tunisia
Salary	Competitive salary package dependent on experience	Level	Coordinator

** This role is subject to confirmation of funding **

About SCN

Launched at the UN General Assembly in 2015, the Strong Cities Network (SCN) is an independent global network of 150+ cities and other local governments dedicated to addressing all forms of violent extremism, hate and polarisation, while promoting a human rights-based prevention framework in which local knowledge and practice informs national, regional and international approaches. The SCN is managed by the Institute for Strategic Dialogue (ISD).

Our mission is:

- To inspire, catalyse and multiply locally-driven, non-discriminatory, human rights-based, and gender-sensitive policies and programmes that prevent and counter violent extremism, hate and polarisation that rest upon trust-based partnerships with communities;
- To enhance the practical implementation of programming and practice at a local level aimed at building social cohesion and community resilience to all forms of extremist- and hate-motivated violence;
- To connect sub-national leaders and practitioners from a range of disciplines, including community relations, social and health services, education, leaders from the youth community, economic development, religious affairs, local community leaders and civil society, to exchange lessons learned and provide tailored training through face-to-face and online exchanges; and
- To elevate the voices of mayors and other local leaders and ensure the needs and priorities of cities and other sub-national authorities are reflected in national, regional, and international conversations around how to most effectively prevent violent extremism, hate and polarisation.

This role will be a within the newly launched Middle East and North Africa (MENA) Regional Hub, employed by ISD but dedicated to SCN regional coordination, engagement and activities as SCN seeks to deliver on a new strategy to enhance its impact at a city, national, regional, and global level.

Role Purpose

The purpose of this role is to support the SCN engagement with cities and partners across the MENA region as an important member of the 'Regional Hub' team that fosters strong and effective relationships with municipalities across the region. The role supports network engagement with municipalities across the Middle East and North Africa, to ensure the network is driven by – and ultimately responds to – the needs and gaps that cities themselves identify in their ability to prevent violent extremism, hate and polarisation at local levels. While municipalities in Iraq, Jordan, Lebanon, Morocco and Tunisia are expected to be the Hub's primary focus, the Network Officer is expected to engage other cities from the region should they express interest in the SCN and commit to supporting its guiding principles. Dedicated to regional engagement, there will be a need for strong internal coordination with HQ colleagues, so that HQ and 'Regional Hubs' function as a cohesive Management Unit serving SCN members around the world.

Key Responsibilities

1. **Facilitate on-boarding, coordination and communication efforts with MENA (member) cities (40%)**
   - Provide logistical support for outreach activities to (re)engage municipal points of contact in the network's activities by setting up and conducting meetings with key stakeholders, and capturing action points;
   - Support day-to-day communication with SCN members and partners in the region, sharing updates, engaging stakeholders in upcoming events and activities and being responsive to questions, concerns and needs of our members;
   - Update regional member/partner contacts database continuously and liaise with HQ colleagues to update all relevant records;
   - Review new membership application forms and surveys, and input relevant data into member city databases in coordination with HQ colleagues;
   - Contribute to the monitoring of significant political events which might require an SCN follow up to maintain strong relationship with relevant actors on the national and local level across the region;
   - Disseminate capacity building opportunities led by SCN partners in the region, and globally, to members and other relevant stakeholders;
   - Proactively disseminate relevant and innovative policy briefings, training manuals, guidelines, blog posts, and quick-turnaround research analysis briefings to regional members.

2. **Collect data for city threat/need profiles and support tailored evidence-based local-led responses (20%)**
   - Maintaining an updated profile of member needs/gaps in preventing and countering violent extremism, hate and polarisation at the city level across the region, through periodic desk-top research and literature review, capturing "help desk" requests, spontaneous information gathering during city and partner meetings, and dissemination of bi-annual survey instruments;
   - Contribute to the design, planning and delivery of relevant capacity building and /or local initiatives, whether through the oversight of small grants or co-delivery of projects with SCN members, in line with city needs through the Technical Support Fund;
   - *Ad hoc* support for Regional Hub deep-dive programming, whenever relevant.

3. **Facilitate the exchange of best practices across the regional membership (20%)**
   - Help organise regional engagement activities, including conferences, workshops and exchanges by arranging participants' travel and accommodations, liaising with venue services, ordering materials, budgeting and other logistical responsibilities to support successful events management;
   - Draft event summary reports in English, Arabic and other locally used languages as needed, which will be shared with the broader network;
   - Support all aspects of the organisation of regional webinars on thematic issues that speak to member priorities, including by organising logistics, e.g., setting up platform logins, inviting speakers and participants, and arranging interpretation.
   - Provide logistical and other support to enable member cities to participate in SCN International Steering Committee meetings, global working groups and other global SCN events.
   - Provide logistical and other support to enable member cities to participate in SCN partner activities at regional, global and multilateral levels;

4. **Feed into management, operational, communication, and monitoring & evaluation processes (20%)**
   - Contribute to weekly regional and global SCN internal team meetings;
   - Support on the collection, translation and analysis of data for monitoring and evaluation processes in coordination with HQ colleagues;
   - Contribute to procurement processes with close coordination with HQ colleagues;
   - Deliver communications outputs in coordination with HQ colleagues ensuring that work form the MENA region in reflected in broader SCN communications including the newsletter and blogposts on the website;
   - Support the development of communication outputs in Arabic and other locally used languages as needed;
   - Provide translation and interpretation support to the SCN Management Unit, whenever necessary;

Outcomes (the way success will be measured)

- Daily communication and coordination with SCN points of contact runs smoothly.
- SCN regional databases are continuously reviewed and up to date.
- Reports, guides, trainings and opportunities are continuously shared with SCN members and partners in reasonable timing.
- Regional hub activities are organised to the highest standard.
- Successful coordination with the HQ colleagues.
- SCN MENA activities are successfully presented through social media channels.
- Positive 360 feedback from colleagues and senior staff, working collaboratively to support the wider team to deliver on the SCN strategy.

PERSON SPECIFICATION

Expectations
We expect all staff, consultants and volunteers to:
- Commit to ISD's vision, mission and Guiding Principles
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

Competencies
These reflect ISD's Guiding Principles which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	- Personal integrity - Focus on quality
Collaboration	- Respect for others - Commitment to the team
Agility	- Efficiency and effectiveness - Growth mindset
Courage	- Strategic thinking - Passion for driving change

Equality, Diversity and Inclusion
ISD endeavours to recruit a range of candidates to strengthen our team and contribute to our organisational culture. We particularly welcome applications from candidates currently underrepresented across the organisation – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community.

Specific Requirements
These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	- Bachelor's degree in international relations, political science, security, law, diplomacy or relevant experience. - Essential knowledge of key security and/or peacebuilding issues in the MENA region.	Master's degree in international relations, political science, security, law, diplomacy or relevant experience.
Experience	Demonstrable experience in supporting peacebuilding / preventing and countering violent	Knowledge of regional, national and local P/CVE frameworks, strategies and structures.

	extremism / social cohesion / youth programmes with a range of stakeholders. • Experience in organising meetings and large-scale events with participants from different countries. • Experience with managing databases. • Experience with drafting reports and research outputs.	• Experience in working with government, civil society stakeholders and international organisations. • Experience in working with an international team. • Experience in working within the P/CVE field in the MENA region.
Skills	• Excellent written and spoken communication skills. • Native or professional working proficiency in Arabic. • Proficient use of Zoom/Microsoft Teams for the organisation of online meetings and webinars. • Proficient use of social media platforms. • Willingness and ability to drive work both independently and in collaboration with a global team. • Fluency in English (verbal and written). • Highly organised with the ability to be flexible, multi-task and respond proactively. • Ability to independently conduct open source desktop research. • Intercultural and interpersonal awareness. • Ability to travel regionally, and at points globally, for scheduled and *ad hoc* activities and meetings.	• Proficiency in design software. • Working proficiency in French.