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# Centre for Peace and Conflict Studies

Strategic Peacebuilding for Asia



Post Title: Programme Officer –Peace Process Support Team

Immediate Supervisor: Programme Coordinator – Peace Process Support Team

Duration of the Contract: Two years (minimum)

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- Are you passionate about supporting people and their countries' transition out of violent conflict?
- Are you a committed team player interested in strengthening conflict transformation interventions across Asia?
- Do you want to be a part of a dynamic, values-driven organization that develops innovative, inter-disciplinary field-based peace practices with a range of different stakeholders?

Yes? Then we want to hear from you!

The Centre for Peace & Conflict Studies (CPCS) is looking for a **Programme Officer** to join our **Peace Process Support Team**, which focuses on supporting peacebuilding efforts in the region with the overall goal of enhancing the sustainability and efficiency of peace work in Asia and beyond.

## ABOUT US

Founded in 2008, CPCS is a Cambodian-based non-governmental organisation (NGO) working in the field of peacebuilding and conflict transformation in Asia. Our mission is to strengthen strategic interventions into armed conflict with the overall goal of reaching sustainable and positive peace in the Asia region.

We design conflict transformation initiatives rooted in critical and ongoing analysis that are tailored to the needs of stakeholders within their conflict contexts. Our demand-driven interventions are aimed at influencing Asian peace processes, building capacities for conflict analysis and intervention strategies, and influencing theory, policy and practice through research, learning and publications.

To enhance the sustainability of outcomes, we prioritise long-term accompaniment over one-off programmes, building lasting relationships with key individuals, groups and institutions directly involved in peace processes. These relationships provide a myriad of perspectives on conflict dynamics as well as opportunities to support and strengthen locally led efforts.

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New projects are frequently identified through feedback from these partners and are designed to fill identified gaps, strengthen conflict transformation approaches and bring together key actors to develop new strategies for reducing conflict.

CPCS always remains pro-peace in our work, as well as impartial, flexible and transparent, providing resources as they are required to all parties in the respective peace processes.

## **ABOUT YOU**

As our new Programme Officer, you will be a part of a diverse multi-cultural team that embraces challenges and pushes boundaries in peacebuilding efforts in Asia. You will be quick to take the initiative when required, not be afraid to think and work outside the box, and be open to constant learning, self-reflection and adaptation.

You will have the flexibility, skills and creativity to design, prepare and facilitate innovative workshops and trainings that strengthen participants' knowledge of peace processes, improve skills and confidence to engage in peace processes, and expand relationships between practitioners and other stakeholders in Asian contexts.

You will play a key role in developing robust conflict analyses in the areas where we work, and you will contribute to our different publications and research papers. You will be willing to travel at short notice and fulfill administrative and logistical responsibilities related to your fieldwork.

## **Main Tasks and Responsibilities:**

- Design and carry out CPCS strategic interventions into violent conflict with key peace stakeholders in line with our values and mission.
- Lead aspects of planning and delivery of training workshops in Myanmar, the Philippines, and elsewhere in the Asia-Pacific region, including curriculum design and development of resource materials.
- Facilitate workshops and conduct training sessions on themes and issues around conflict transformation and peacebuilding.
- Establish relationships and manage consultants and resource people for the delivery of trainings and workshops.
- Manage administrative and logistical tasks related to activities.
- Generate timely activity reports and reflection papers for sharing information and analysis.
- Maintain relationships via correspondence and contact with stakeholders and partners.
- Carry out other tasks and responsibilities as assigned by the Programme Coordinator.

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## QUALIFICATION & SKILLS

- **Education:** Degree in peace and conflict studies, conflict transformation or related field
- **Experience:** Minimum three years experience in peacebuilding, including two years experience as a trainer/facilitator
- **Skills:**
  - Training skills in conflict transformation and peacebuilding, employing participatory learning activities and interactive tools
  - Strong strategic and analytical skills that demonstrate interest in and sound understanding of peace and conflict issues
  - Ability to react and adapt quickly to unexpected changes, ready and able to find creative solutions in challenging situations
  - Able to work in multicultural teams, respecting cultural, religious and national diversity
  - Ability to build strong relationship with different stakeholders and partners
  - Outstanding communication and interpersonal skills
  - Ability to give and receive feedback

Applicants should send their Curriculum Vitae, motivation letter and three references to Ms. Desiree Joy Granil, Administrator/Human Resource Manager at [desiree.cpcs@gmail.com](mailto:desiree.cpcs@gmail.com) by **January 5, 2017**. Only short-listed candidates will be contacted for interview.

For more about CPCS, please visit our [website](#) or [Facebook page](#).