



## Vacancy Announcement

### Program Coordinator

The Heritage Institute for Policy Studies (HIPS) is an independent, nonpartisan, nonprofit policy research and analysis institute based in Mogadishu, Somalia.

**Vision:** To advance peace, the rule of law, and a culture of learning in Somalia

**Mission:** To inform public policy by providing independent empirical research and analyses, and creating an enabling environment for inclusive dialogue

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**Title:** Program Coordinator

**Employment Type:** Full-time

**Duration:** 12 months (renewable)

**Starting Date:** May 2014

**Location:** Mogadishu, Somalia

**Salary:** Competitive and commensurate to experience and qualifications

**Benefits:** 30 days annual paid leave plus Somali public holidays

#### **Job Description**

Joining our small but dynamic team in Mogadishu, the Program Coordinator will play the critical role of linking HIPS' research and administrative teams. The Program Coordinator will be required to manage and coordinate HIPS research projects and events, and liaise with and report to project funders and partners.

The position is open to motivated, organized, and efficient candidates able to demonstrate a high degree of initiative and enthusiasm for working in a challenging environment.

Specifically, the post involves:

#### **Project Coordination**

- Coordinate multiple concurrent research projects
- Manage project logistics, including local and international travel
- Monitor and report on project progress, and ensure deadlines are adhered to
- Support the HIPS Finance & Administration Officer with financial management of projects
- Liaise with project consultants, partners, and funders
- Manage HIPS events and training courses
- Manage HIPS internship and fellowship programs

#### **Public Relations Management**

- Manage the HIPS mailing list and prepare regular mail-outs
- Update and manage the HIPS website
- Update and manage HIPS social media accounts, including Facebook, Twitter, and YouTube

## **Requirements**

- At least three years of professional experience in a management/coordination position with research institutes, advocacy organizations, NGOs, government, or related fields
- Minimum of an undergraduate degree, preferably in political science, international relations, conflict studies, or a related field (advanced degree desirable)
- Working knowledge of Somali politics, history, and culture
- Fluency in English and Somali languages (knowledge of Arabic is an asset)
- Ability to travel extensively, both within the Somali region and further afield
- Strong administrative and organizational skills
- Strong oral and written communication skills
- Strong computer skills including use of online content management systems

## **How to Apply**

Applications should be submitted in English and include a CV, cover letter and contact details of at least 3 references. In the cover letter the candidate should state salary expectations. Please send all documents to [info@heritageinstitute.org](mailto:info@heritageinstitute.org) with 'Program Coordinator Position' in the subject line.

Recruitment will remain open until the appropriate candidate is selected. Due to the large number of applications received, only candidates selected for an interview will be contacted. Incomplete applications will not be considered.

**HIPS is an equal opportunities employer.**