

**Position:** Programs Associate

**Location:** Nairobi, Kenya

**Contract:** Full time

### About the Global Center on Cooperative Security

Our global community is facing an unprecedented challenge that is exacerbating insecurity, fragility, and conflict the world over. At the Global Center on Cooperative Security, we believe that policies that protect society are best informed by the people most directly impacted. We work with change makers around the world who are committed to addressing the root causes of violent extremism and challenging abusive government practices in the name of countering terrorism, which is particularly relevant during this pandemic. We are comprised of a small, dynamic team committed to a more just and secure world, and are seeking to add a colleague who can help us achieve our mission. The Global Center is a US-based organization working with a presence in Brussels, London and Nairobi. We work to achieve lasting security by advancing inclusive, human rights-based policies, partnerships, and practices to address the root causes of violent extremism focusing on four mutually reinforcing areas:

- **Countering Violent Extremism:** supporting communities in addressing the drivers of conflict and violent extremism;
- **Criminal Justice and Rule of Law:** advancing human rights and the rule of law to prevent and respond to violent extremism;
- **Financial Integrity and Inclusion:** combating illicit finance that enables criminal and violent extremist organizations;
- **Multi-Lateral Security Policy:** promoting multilateral cooperation and rights-based standards in counterterrorism.

Our global team and network of experts, trainers, fellows, and policy professionals work to conduct research and deliver programming on these thematic areas across sub-Saharan Africa, the Middle East and North Africa, and South, Central, and Southeast Asia. Additional information about the Global Center can be found at [www.globalcenter.org](http://www.globalcenter.org)

Join us as we build partnerships for a more just and secure world.

### Position Summary

The Global Center is seeking an entry-level professional to support research and programming focused on Eastern Africa. The successful candidate will work across multiple teams, focusing on projects relating to financial integrity and inclusion, and countering violent extremism. Based in Nairobi, you will work alongside a global team to support the implementation of in-country programs, including regular travel to countries of operation including, but not limited to, the East African region.

The position will initially support two current Global Center programs. The first supports Kenyan authorities in preventing radicalization to violent extremism in prisons, and the second works with financial sector and regulatory authorities in the East African region to build capacities to combat illicit and terrorism finance.

Responsibilities will include a range of operational and administrative tasks, including supporting logistical planning, coordination of events and meetings, drafting and editing of project documents including correspondence and meeting materials, data entry, note taking, research assistance, communication with partners, diplomats and vendors, database management and contacts maintenance, as well as other tasks as assigned.

### **As the Ideal Candidate**

You are committed to learning about and engaging with new and diverse subject material across different projects. You have a keen interest in the East Africa region and its political and social development, as well as have foundational knowledge of key security and governance issues including those relating to violent extremism. You are eager to learn, self-reflective, willing to challenge ideas, and ask questions. You are hard-working, detail-oriented, proactive, resourceful, and analytical.

The ideal candidate will be passionate about supporting inclusive, evidence-based programming, and understand the importance of working in partnership with diverse colleagues and stakeholders to develop effective solutions. The ideal candidate must be committed to ensuring that all interactions are aligned with the Global Center's values and are culturally responsive, respectful, and based on the organization's commitment to inclusion, diversity, equity, and anti-racism.

### **Core Knowledge and Skills**

- Knowledge of security and governance issues and dynamics within East Africa or broader sub-Saharan Africa region;
- Interest and/or knowledge on preventing and responding to terrorism and violent extremism, including issues of countering violent extremism (CVE) and anti-money laundering and countering the financing of terrorism (AML/CFT);
- Interest and/or knowledge of the centrality of human rights and the rule of law in the prevention and response to violent extremism;
- Proven ability to work with flexibility, efficiency and diplomacy in an exciting but challenging environment, including ability to navigate cultural, linguistic, and political landscapes;
- Ability to engage effectively with a range of colleagues and stakeholders, including partners, consultants, government officials, non-governmental organizations, and embassy staff;
- Strong organizational skills, including with scheduling, event planning, and working across multiple time-zones; and
- Strong ability to meet deadlines, manage tasks and schedules, maintain regular and responsive communication, and work independently as well as in a collaborative team.

### **Education and Qualifications**

- Bachelor's degree, preferably in international relations, law, international development, sociology, economics, development or security policy, or other related fields is required;
- 2-3 years of professional experience is required;
- Experience interacting with internal and external contacts is required, preferably for the following: private sector, government and policymakers, civil society, and donors (experience in East Africa or Sub-Saharan Africa is an advantage);
- Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint is required.
- Ability to travel within the region (up to 40%) is required;
- Excellent written and oral (English) communication skills is essential. Swahili, Arabic, and French language skills is desired, but not required.

- Must have authorization to work in the Kenya

To apply, please submit a resume and cover letter to [joinourteam@globalcenter.org](mailto:joinourteam@globalcenter.org) by **16 October 2020**. In the email subject line, indicate "Name – Programs Associate Position". Only candidates under consideration will be contacted for an interview. Candidates should include two professional references within the body of their resumes. Applications will be reviewed on a rolling basis and the position will remain posted until filled.