

THE SHARED SOCIETIES PROJECT:
LEADERSHIP FOR DIALOGUE, DIVERSITY AND SOCIAL COHESION
Building a world safe for difference

Call for CVs Project Officer

Deadline for submission February 22, 2015

Vacancy: Project Officer

General Description:

The Shared Societies Project Officer will support the Shared Societies Program Officer in the management and coordination of the ninth phase of the Shared Societies Project.

Work will include collaboration in the design and implementation of project activities; Club de Madrid Member participation in these activities; preparation of reports and project materials; communication of project activities and results; and the design of tools, procedures and activities to disseminate project results and ideas and to collaborate in the resource mobilization needed both for project implementation and potential project spin-off activities.

He/she will work in the Shared Societies Project team composed of a Content Coordinator and the SSP Program Officer –main focal point of the project-. The Project Officer will work under the direct supervision of the Club de Madrid Programs Coordinator and in collaboration and close coordination with other Club de Madrid Departments.

Location: Madrid (Applicants must hold EU citizenship or valid work permit within the EU)

Duration: One year (12 month)
Possible extension depending on availability of resources.

Remuneration: Commensurate with experience.
Range: 26,000 – 28,000 €/year (gross)
No fringe benefits

Requirements:

- Political awareness, knowledge and interest in democratic development, international relations, geopolitics, civil society organizations, democracy promotion, human rights and specifically in social cohesion matters.

- University Degree preferably in Political Science, another social science or international affairs. Master's Degree or post graduate studies desirable.
- At least 5 years of continued professional experience, with a minimum of 3 in similar or related fields of work in governmental, intergovernmental and/or international non-governmental organizations. Specific experience in the field of social inclusion and diversity management (work with minorities, immigrants, ethnic or religious groups) will be an added value.
- Relevant experience in project design and implementation, including proposal writing, and fundraising.
- Excellent organizational and administrative abilities.
- Native level fluency in Spanish and English. Other language skills –particularly French or Arabic– will be a plus.
- Excellent communication and writing skills. Ability to successfully communicate – orally and in writing - project objectives and results as well as to write about general political issues.
- Ability to work autonomously and in a multicultural team; take initiative and meet deadlines.
- Availability to travel.
- Capacity to undertake several tasks at the same time, giving priorities and attention accordingly.
- Excellent organizational and administrative skills.
- Good computer skills and proficiency in the use of the MS Office Package and other relevant software tools.
- Energy, enthusiasm, dedication and a sense of humour are also essential.

Main Tasks:

The Project Officer's tasks include:

- Implement project participation in third-party activities to disseminate project principles, rationale and tools to promote shared societies. To do so, the project officer may call on membership participation, distribution of project materials, experts' participation or other means.
- Maintain a calendar of international events and activities related to social cohesion and related fields with information on its contents and agenda, identifying opportunities for project development as per the project's Action Plan.
- Manage the Shared Societies Toolkit, incorporating new examples of good practices.
- Prepare a monthly update of SSP activities.
- Identify opportunities for project implementation in specific countries and situations, as well as possible sources of funding for that purpose.

- Support the Program Officer in the preparation and submission of proposals to potential funders and partners for the development of the Shared Societies Project and its spin-off projects.
- Keep an up-to-date database of project stakeholders, and contacts with partners and stakeholders and identify potential project associates as per the Action Plan.
- Ensure that the project's website and the blog is updated with the project's latest documents, information and news in coordination with the Communications Department.
- Prepare briefing books, and background material for the participation of Club de Madrid Members, experts and senior staff in project-related activities and events.
- Ensure the necessary logistical arrangements for Members and experts' travel and participation in project activities and events, in coordination with other appropriate Club de Madrid department.
- Others as determined during project implementation.

Project Background:

The Shared Societies Project is a global initiative of the Club de Madrid designed in response to a direct call from leaders worldwide for tools, options and action plans to address a challenge they all face: that of effectively and constructively managing ethnic, cultural, religious and other identity differences, while preserving human dignity to facilitate coexistence.

Project goals include:

- To promote the issue of overcoming social divisions by building social cohesion and shared societies as one of the most urgent and critical conversations of our time.
- To make the case for building shared societies in a clear and unambiguous way.
- To show that clear, unequivocal, committed leadership is essential at the national and international levels and ensure that current leaders make that commitment.
- To share experiences between leaders and document examples of policies and practices which show that shared societies are not only an imperative but that building them is possible— even in difficult situations of polarization, confrontation and violence.
- To work with current leaders and international organizations (UN, WB, IMF) to help them confront challenges ranging from global issues to the national and local spheres.

The Club de Madrid:

The Club de Madrid is an independent organization whose purpose and priority is to contribute to strengthening democracy in the world. The Club de Madrid acts as a consultative body for governments, democratic leaders, and institutions involved in processes of democratic transition. The political and leadership experience of its members – more than 100 former heads of state and government from democratic countries- in processes of democratic transition and consolidation is the Club de Madrid’s unique resource and main asset. Along with the experience and cooperation of other high level political practitioners and governance experts, this resource is a working tool to convert ideas into practical and feasible recommendations and action plans for implementation.

For additional information on the Club of Madrid or the project, please go to:
www.clubmadrid.org

To show interest, please send a CV and a cover letter to:

clubmadrid@clubmadrid.org

by 22 February, 2015

indicating in the subject line **“SSP Project Officer”**

The Club of Madrid welcomes all indications of interests.

Only short-listed candidates will be contacted