



Academy for Peace and Development Akaademiga Nabadda iyo Horumarka

CONSULTANCY ANNOUNCEMENT:

The Academy for Peace and Development is seeking applications from qualified candidates for a short-term consultancy on “Technical Support to Organizational Development”

Duration: Three months, preferably starting July 1, 2007

Duty Station: Hargeisa/Somaliland.

Background

The Academy for Peace and Development (APD), established in 1999, seeks to upgrade its organizational development in order to enhance its capacity and efficiency as an independent research and dialogue for peace institution in Somaliland. This process is designed to further the following key objectives:

- To assist management and staff to realize organizational goals by upgrading APD’s organizational capacity
- To assist in the self-reliant promotion of organizational achievements through the APD website and other media

Terms of References of the Consultant

- To conduct, with the assistance of an APD staff member, a preliminary assessment survey of APD’s existing IT hardware, software and available skills, and report to management.
- To train a team of 3-5 staff members in independently a.) maintaining and updating the APD website b.) managing APD’s mailing lists, including the technical compilation and sending of newsletters c.) administering APD’s email addresses.
- To provide software skills tutoring classes on the basis of the IT survey.
- To assist APD management in the development and editing of policies as defined in APD’s Strategic Plan.
- To provide ad hoc backing support to the APD team in any other technical or administrative capacity building matters that occur.

Requirements

- Education: Master’s Degree or beyond
- Computer skills necessary to train a team in HTML/Dreamweaver, Photoshop (basic skills), FTP and relevant MS Office software
- Teaching experience
- Familiarity with administrative procedures and organization development
- Working experience from a research environment
- Excellent English language skills (spoken and written)
- Good interpersonal skills

Application:

Please submit complete applications including:

- Current CV, including two reference persons,
- Letter of application stating motivation and interest,
- Copies of relevant certificates and recommendation letters,

by email to: recruitment@apdsomaliland.org to the Academy for Peace and Development, **not later than 12th June 2007.**

Only short-listed candidates will be contacted.

Hargeisa, June 04, 2007