



JOB DESCRIPTION

TITLE:	Programme Manager - Nepal
LOCATION:	Kathmandu, Nepal
PURPOSE:	To manage the implementation of Saferworld's work to prevent and reduce violent conflict in Nepal
REPORTING TO:	Head of Asia Programme
LINE MANAGE:	Project Coordinator, 2 Project Officers
KEY RELATIONSHIPS:	Team Leader Asia, Regional Conflict and Security Adviser, Administrator/Finance Officer Nepal, Head of Operations , Policy & Advocacy and Funding & Communications teams

Background

Saferworld is an independent non-governmental organisation that works to prevent and reduce violent conflict and promote cooperative approaches to security. It works with a broad range of stakeholders to encourage and support effective policies and practices through advocacy, research and policy development and through supporting the actions of others. Established in 1989, we work in Africa, Asia and Europe. The Asia programme has programmes in Bangladesh, China, Nepal and Sri Lanka.

The Nepal programme, established in 2006, focuses on supporting broad-based local ownership and understanding of security and justice issues among a broad range of stakeholders in Nepal. Projects are implemented at the district, regional and national levels. The team based in Kathmandu consists of one Project Coordinator, two Project Officers, one Administrator/Finance Officer and one Regional Conflict & Security Adviser.

The Programme Manager is a key role. Saferworld is looking for someone who can lead the country team, manage the country programme as well as taking it forward. The Programme Manager will have excellent knowledge of Saferworld's key issues combined with strong management skills and an understanding of the Nepali context. The Programme Manager will work in close cooperation with partners and other stakeholders, in order to support the development and implementation of Saferworld's programme to reform and develop the security and justice sector and enhance community security in Nepal.

ROLES AND RESPONSIBILITIES

In coordination with the Head of Asia, country team members and relevant Saferworld departments

Strategic planning and programme development

- Develop, manage and implement Saferworld's Nepal country strategy
- Develop new projects and identify new and emerging opportunities
- Identify and develop relationships, ensuring regular engagement, with key strategic partners in government, security service providers, civil society, media and the international community in Nepal
- Work with Saferworld staff in the Asia programme and other programmes to ensure effective integration of cross-cutting thematic issues (such as conflict sensitivity, international arms transfer controls and police reform) and functions (such as capacity building, advocacy, fundraising and communications)

Project design and coordination

- Contribute to monitoring and evaluation of the programme, including through input on methodologies, indicators and processes
- Lead in the production and delivery of project reports, and oversee the management of Nepal programme information

Policy research and advocacy

- Manage and implement the Nepal programme research projects and contribute to the organisation and implementation of seminars, workshops and roundtables in Nepal and possibly elsewhere
- Manage the development and implementation of Saferworld's advocacy strategies targeting decision-makers and opinion-shapers in Nepal and amongst the wider international community
- Undertake representation and act as a Saferworld spokesperson for the Programme when appropriate

Organisational and people management

- Line manage one Project Coordinator and two Project Officers
- Ensure the development of the Nepal security plan for managing risks to Saferworld's in country programme and staff. Act as Security Focal Point for Nepal in line with Saferworld's security policy.
- Oversee the management of consultancy contracts when commissioned by the programme, as needed
- Manage and support Saferworld partnerships

Funding and financial management

- Develop programme budgets and cash-flows in line with Saferworld's organisational processes
- Manage and monitor overall expenditure on the Nepal programme, including authorisation of payments, and the preparation of monthly fund projections to Head Office, in conjunction with the Finance Officer
- Manage the timely delivery of high-quality reports narrative reports for donors
- Identify new funding opportunities and develop a medium term funding strategy for the Nepal programme

PERSON SPECIFICATION

- A Master's Degree in international relations, peace and conflict studies or a relevant political or social science discipline (or equivalent professional experience)
- Management experience in a non-governmental setting ,

- A good understanding of the Nepali context and a good overview of conflict, peace and security issues in the South Asia region, preferably with experience of working in Nepal or elsewhere in the South Asia region
- A minimum of five years relevant experience in a policy, advocacy or project management post working with governments and/or non-governmental organisations
- An excellent knowledge of the discourse on security and security sector development, community safety, human rights, conflict prevention and/or arms control
- Strong analysis and strategy development skills
- Solid understanding and experience of civil society and government engagement, networking and capacity building
- Fluency in English (written and spoken), knowledge of a Nepali language would be beneficial
- Ability to work with team members and other staff based in different countries and time zones
- Ability to work on his/her own, with demonstrated team building and organisational skills
- Excellent communication and interpersonal skills and ability to work in a non-partisan manner appreciating cultural and ethnic diversity;
- Ability to undertake travel (up to 3 months each year) within Nepal and elsewhere (within South Asia and elsewhere)

TERMS AND CONDITIONS

- Location:** The position is based in Kathmandu, Nepal
- Probation:** There will be a probationary period of three months
- Salary:** A competitive NGO salary and benefits will be offered
- Holidays:** There are 25 days holiday a year (Jan-Dec) in addition to relevant public holidays
- Hours:** Standard working week is 37.5 hours a week. However, the demands of the job are likely to be such that a willingness to work longer hours, as required, will be necessary

APPLICATION PROCESS

To apply please email full CV and covering letter, detailing how you meet the selection criteria, as well as salary expectations, to Marie Aziz at recruitment@safeworld.org.uk (please use subject heading: Ref. PMNP).

Deadline for applications: 13 September 2010

We regret that only shortlisted candidates will be contacted.