



JOB DESCRIPTION

Job Title:	Project Manager, Conflict and Governance Mapping, Somalia
Location:	Nairobi, Kenya
Reporting to:	Country Manager, Somalia
Key Relationships:	Somalia Programme Adviser, Somalia Conflict Adviser, Somalia Governance and Democratisation Adviser, Somalia Advocacy and Communications Adviser
Contract Duration:	An initial period of 6 months with the possibility of a further 1 year dependent on funding
Salary:	A competitive NGO salary + benefits
Grade:	International
<p>Description of Saferworld Somalia programme:</p> <p>Saferworld is an independent non-governmental organisation that works to prevent and reduce violent conflict and promote cooperative approaches to security. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the development of local capacities and structures.</p> <p>Saferworld has been working in Africa since 1997, with a primary focus upon East Africa and the Horn region. We have well-established programmes in Kenya, Uganda, Somalia and Sudan. In addition, Saferworld supports regional and international conflict prevention and security processes. Saferworld's headquarter is in London, with a regional office in Nairobi, and country offices in Kampala and Juba. The Somalia programme is managed from Saferworld's Nairobi office with plans to establish an office in Somaliland in the near future.</p> <p>Saferworld's programme of work in Somalia/Somaliland has two components. The first aims to strengthen the participation of Somali Non-State Actors in decision-making on peace, security and development. Key themes in this project are participatory decision-making, inclusiveness and capacity building of 'platform' structures so that they more effectively channel NSA voices in policy dialogues. The second provides timely fine-grained analysis of governance and conflict dynamics at sub-regional level in Somalia/Somaliland as a basis for influencing the work of international actors engaged there. In addition, the organisation is active on policy advocacy based on lessons gathered from programmes and via partners.</p>	
<p>Job Purpose:</p> <p>The primary purpose of this role is to contribute to Saferworld's Somalia/Somaliland programme by managing the Conflict and Governance Mapping project which tracks governance and conflict-related developments at the sub-regional level in Somalia/Somaliland and offers technical and policy advice to international actors on the basis of research findings.</p>	
<p>Key areas of responsibility:</p> <ol style="list-style-type: none"> 1: Manage Saferworld's Conflict and Governance Mapping project, ensure timely and high-quality delivery of activities and progress towards intended results 2: Ensure the physical welfare, well-being and professional development of project staff 3: Ensure effective management of project finances 4: Support the implementation, planning, monitoring and reporting of Saferworld's strategy in Somalia/Somaliland 	

5: Build and maintain effective relationships in support of Saferworld's work in Somalia/Somaliland

6: Ensure effective relations are maintained with other parts of Saferworld.

Duties:

1: Manage Saferworld's Conflict and Governance Mapping project, ensure timely and high-quality delivery of activities and progress towards intended results

- In collaboration with other Somalia programme team members develop and keep updated workplans
- Ensure timely and high quality completion of activities planned as part of Saferworld's workplan and strategy for the project
- Coordinate monitoring and evaluation of Saferworld's CGM work according to M&E plans
- Ensure timely completion and submission of reports within the organisation on activities undertaken

2: Ensure the physical welfare, well-being and professional development of project staff

- Provide line management to CGM project staff
- Monitor and support the performance of staff on the basis of Saferworld's performance management system.

3: Ensure effective management of project finances

- Undertake timely and accurate project budgeting and forecasting
- Manage the Somalia CGM budget on a monthly basis to ensure optimum expenditure of funds
- Ensure timely and accountable financial reporting by local partners
- Ensure that programme staff and partners comply with internal accounting and financial management procedures
- Maintain donor relationships and ensure donor requirements regarding reporting are met.

4: Support the implementation, planning, monitoring and reporting of Saferworld's strategy in Somalia/Somaliland

- Working in collaboration with other Nairobi and London-based staff, contribute to the development and implementation of Saferworld internal strategies for Somalia/Somaliland and the Horn region
- Periodically contribute to other Saferworld research studies of Somalia/Somaliland, including conflict analyses

5: Build and maintain effective relationships in support of Saferworld's work in Somalia/Somaliland

- In coordination with the other programme staff, to strengthen Saferworld's contacts and coordination with other international actors (governmental and NGO) engaged in Somalia/Somaliland
- Ensure effective management of any formal partnerships between Saferworld and government, civil society and international partners.
- Represent Saferworld in external meetings, and promote lessons learnt from the Somali CGM project

6: Ensure effective relations are maintained with other parts of Saferworld.

- Identify policy development opportunities at the international level
- Ensure effective communication of project activities, results and lessons within Saferworld

PERSON SPECIFICATION

Essential requirements:

- A masters degree in a relevant subject (e.g. peace/conflict studies, development, international relations (or equivalent professional experience))
- Minimum of 5 years experience working in international development, peacebuilding or related issues
- Experience of report writing
- Extensive experience of project management including monitoring and evaluation
- Experience of managing staff, including distance management
- Experience of working in complex and politically-sensitive contexts, and excellent political judgement
- Ability to work in a non-partisan manner, sensitivity to ethnic and cultural differences
- A team player: able to demonstrate a constructive, cooperative and problem-solving approach
- Willingness to travel frequently to the Somali regions (security permitting)
- Good written and spoken English

- Ability to work without close daily supervision, using own initiative and showing flexibility
- A flexible and dynamic approach to work is essential.

Desireable:

- Knowledge of key policy issues relevant to Somalia/Somaliland would be an advantage (democratisation, development, state-building, security sector reform, peace and conflict theory, humanitarian aid, aid effectiveness)
- Understanding of Somali political and cultural dynamics would be a considerable advantage

TERMS AND CONDITIONS

Annual salary range: A competitive NGO salary + benefits

Leave entitlement: 28 days per annum and agreed public holidays.

APPLICATION PROCESS:

Please send full CV and covering letter, detailing how you meet the selection criteria to Marie Aziz at recruitment@safeworld.org.uk. Please use subject heading: **PM_CGM**.

Deadline for applications: 5 March 2012

We regret that only shortlisted candidates will be contacted.