



Saferworld Job Description

- TITLE:** Head of Asia Programme
- LOCATION:** Initially **London** before the position will be relocated to the **region** in 2012. *The post-holder will play a central role in the relocation of this post*
- PURPOSE:** The Head of Saferworld's Asia programme is responsible for the design, overall management and delivery of our project commitments and priorities in the region; leads on the future development of our programme; and contributes regularly to Saferworld's organisational learning and strategy development as a member of the Organisational Management Team
- The post holder is responsible for the promotion of cooperative approaches to conflict prevention and community-based security in, Bangladesh, Nepal, Pakistan, Sri Lanka – with emergent interests in India and Afghanistan – while acting on promising opportunities for strategic engagement in the region where appropriate
- REPORTING TO:** Director of Programmes
- LINE MANAGE:** Team Leader based in London and Programme/Country Manager(s) based in the region
- KEY RELATIONSHIP:** Executive and Organisation Management Teams
Planning, Monitoring and Evaluation Advisor
Programme partners and donor institutions in the Asia region

BACKGROUND:

Saferworld is an independent non-governmental organisation that works internationally with governments, international/regional organisations and local civil society - especially in fragile contexts - to prevent violent conflict and contribute to long term recovery and stability. Since our establishment in 1989, we have been active internationally to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others. We have made significant progress on a range of conflict prevention issues such as promoting effective and more accountable security and justice sector development and supporting initiatives to tackle the spread and misuse of small arms and light weapons.

Saferworld has developed its work both at the international level across these themes and in countries affected by conflict or insecurity. We engage in over 15 countries in Europe, Africa, the Middle East and Asia. In addition to our headquarters in London, we have staff based in Bangladesh, Kenya, Uganda, Sudan, Sri Lanka, Somalia, Nepal, Kosovo, Brussels and Vienna.

Saferworld's Asia Programme supports programmes of work in close partnership with local government and non-governmental actors, focusing initially on South Asia, but has included engagement with China on key conflict prevention issues. In the context of conflict prevention we focus on community safety and security promotion; small arms and light weapons (SALW)

control; the development of civil society actors to engage in the security and justice sector; and the promotion of greater accountability in the sector more generally in the region.

ROLES AND RESPONSIBILITIES

Strategic planning

- Lead on the development of plans and strategies for the Asia region. Manage and support the generation of country, sub-regional and thematic strategies to prevent and reduce violent conflict; strengthen the security and justice sectors; influence the manner in which international assistance contributes to conflict prevention; and promote conflict transformation through governance and state-building processes;
- Identify new and emerging issues of relevance to Saferworld's work and develop appropriate strategies to address them;
- Contribute to Saferworld's wider organisational strategy development.

Organisational leadership and cross-organisational learning

- Actively participate in Saferworld's Organisational Management Team, including by representing the interests of the Asia Programme and the organisation as a whole in wider discussions and decision-making;
- Play a role in developing organisational systems and policies;
- Lead and inspire staff to develop and implement the Strategic and Business plans;
- Undertake senior representation for the Programme;
- Promote internal lesson learning;
- Work to ensure the effective integration of cross-cutting themes (such as gender and conflict sensitivity) and functions (such as advocacy, communications and capacity building) with members of the Organisational Management Team;
- Work with team members to identify new approaches and methods of working which enable Saferworld to address violent conflict and insecurity in innovative and effective ways.

Policy research, advocacy and communications

- In co-operation with our partner organisations and the Policy and Communications Division, define and manage Saferworld's research initiatives in support of our programmes relating to security and justice, aid and conflict, small arms control, and governance and peacebuilding issues in the region;
- Support the building of organisational contacts and the participation in networks in support of Saferworld's strategies for Asia. Identify and facilitate opportunities for policy dialogue and problem-solving amongst a range of decision-makers within and between different sub-regions, and with the international community;
- Define and manage internal and external communications on the programme in coordination with the Policy & Communications division;
- Act as a Saferworld spokesperson on conflict prevention themes in Asia, promoting lessons learnt from the region; ensure regular engagement with officials from relevant governments, civil society and international agencies.

Project design and implementation

- Lead on the development of a variety of projects aimed at effectively addressing Saferworld's change objectives, including support for the implementation of monitoring and learning systems;
- Oversee the development of relationships with Saferworld's partners in Asia. Work with the programme team to strengthen existing partnerships, and promote the development of practical approaches for building the capacity of key stakeholders (such as government and non-government actors and evolving civil society networks) concerned with conflict prevention and peacebuilding;
- Manage the implementation of particular tasks of the Asia Programme, as determined by capacity needs and strategic significance.

People management

- Monitor and support the performance of staff on the basis of Saferworld's performance management system; Manage the performance of direct line reports and oversee other senior staff and consultants where necessary;
- Ensure organisational security protocols and duty of care standards are maintained for the Asia Programme team.

Fundraising and financial management

- Lead the development and management of the Asia Programme's annual budget and contribute to the development of the organisational budget;
- Ensure programme staff understand and apply financial management and control policies, including working within approved budgets to deliver on agreed priorities;
- Undertaking timely and accurate annual budgeting and forecasting, and oversee the timely completion of the programme's reporting requirements;
- Develop and implement a funding strategy for the Asia Programme, working with the Funding Team to develop proposals, and ensure regular engagement with representatives from the international donor community;

Oversee the management of office and finance functions (when position is based outside of the UK)

- Ensure compliance of the office with local legislation, Saferworld's policies and procedures, and donor regulations;
- Ensure all accounting and finance functions are complied with by all staff and partners.
- Ensure submission of timely, accurate monthly financial reports and other data to the London finance team;

PERSON SPECIFICATION

The successful candidate will need:

- A masters degree (or equivalent) in international relations, political science or a related field;
- Minimum of five years senior management experience, preferably in an international non-government organisation;

- Experience in a senior policy, management or advocacy post and proven ability to undertake and lead strategic planning, programme development and evaluation;
- An understanding of the general discourse on security and conflict prevention issues and the international policy environment in which these issues are addressed;
- A good understanding of Asia and specifically South Asia, preferably with some experience of working in parts of the region;
- High level communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing;
- Experience of working in partnership with NGOs and other civil society organisations and networks;
- Experience of donor liaison and relating to government officials at a senior level;
- Experience of managing staff in a multi-cultural and multi-functional team;
- Financial management experience including overseeing financial procedures, budget management and donor reporting;
- Experience of fundraising;
- Ability to undertake extensive travel (up to 3 months each year);
- Excellent written and spoken English.

TERMS AND CONDITIONS

- **Probation:** There will be a probationary period of three months.
- **Holidays:** There are 28 days holiday a year (Jan-Dec) in addition to relevant public holidays.
- **Salary range:** £43,166 - £56,321 gross per year.
- **Relocation allowances:** Dependent on where the position will be based.
- **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.
- **Location:** The position is provisionally based in London with a view to relocation in 2012 to a strategic hub based in the region.

Deadline for applications: 20th February 2012

To apply: Please send CV and covering letter detailing how you meet the selection criteria to Marie Aziz e-mail recruitment@saferworld.org.uk use subject heading: Ref: **HofA**)

We regret that only shortlisted candidates will be contacted.