



JOB DESCRIPTION

JOB TITLE:	Programme Manager - Caucasus
LOCATION:	Tbilisi/London
PURPOSE:	To manage the implementation of Saferworld's work in the Caucasus and strategically develop the programme further
REPORTING TO:	Head of Europe and Central Asia
LINE MANAGE:	Project Officer (London), Programme Liaison Officer (Tbilisi), Admin and Finance Officer (Tbilisi), any other Caucasus staff that may be recruited
KEY RELATIONSHIPS:	Team Leader Europe & Central Asia, Head of Operations, Funding-, Finance-, Communications-, Policy & Advocacy teams

Background

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 actions of others. We engage in over 15 countries in Africa, Asia and Europe/Central Asia.

In Europe and Central Asia, Saferworld's focus is on the Western Balkans (Kosovo and Bosnia), the Caucasus; and Central Asia (Kyrgyzstan and Tajikistan). In the Caucasus programme, Saferworld contributes to regional peace and stability by supporting participative analysis of regional conflict dynamics, and improved strategies for responding to them. In addition, we support the development of more effective and accountable responses to the safety concerns of conflict affected–communities.

Purpose

The role of the Programme Manager is to ensure delivery of Saferworld's planned programme of work in the Caucasus including management of partner and donor relationships, financial and grant management, personnel management, high-level representation, research and writing, monitoring and evaluation. In addition, the Programme Manager leads on elaborating the strategic framework for the further evolution of Saferworld's Caucasus Programme, and identifies and pursues opportunities for developing specific programme components and strands. The Programme deals with politically sensitive issues and is being implemented in a highly changeable context. In this environment, effective programme management also involves planning for and managing a range of expected risks. Finally, the post holder contributes to organisation-wide processes and discussions to advance Saferworld's thematic priorities, methodological approaches and organisational development.

ROLES AND RESPONSIBILITIES

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

Strategic planning and programme development

- Lead the development of and manages the implementation of Saferworld's Caucasus Programme strategy with reference to Saferworld's organisation-wide strategy
- Develop new projects and initiatives and identify emerging opportunities

- Identify and develop relationships, ensuring regular engagement and coordination, with key strategic partners in government, security service providers, civil society, media and the international community
- Promote internal lesson-learning within the Europe & Central Asia Team and between the Caucasus Programme and other Saferworld programmes to ensure effective knowledge management on cross-cutting thematic issues (such as conflict sensitivity, community safety and police reform) and functions (such as capacity building, advocacy, fundraising and communications)
- Contribute to Saferworld's wider organisational strategy and development by participating in strategic planning and other cross-organisational processes

Programme management and implementation

- Manage and oversee the Caucasus Programme's community-based activities to prevent conflict and advance cooperative approaches to security
- Conceptualise and manage research appropriate to the programme
- Develop and manage the implementation of advocacy strategies targeting decision-makers and opinion-shapers in the Caucasus and amongst the wider international community
- Ensure monitoring and evaluation of the programme, including through developing M&E plans, indicators and processes
- Lead in the production and delivery of narrative reports for donors
- Ensure Caucasus Programme documentation and effective information management

Representation and advocacy

- Represent Saferworld externally, and promote lessons learnt from the Caucasus Programme
- Provide information to Saferworld's Funding & Communications Team for external communication purposes
- Raise the profile of Saferworld's work in the Caucasus by managing the production and dissemination of appropriate information materials (e.g. publications) in line with Saferworld's overall publications guidelines and practice

Partnership and people management

- Line manage the Caucasus Programme team
- Ensure the development of a security plan for managing risks to Saferworld's Caucasus programme and staff; act as Security Focal Point for the Caucasus in line with Saferworld's security policy
- Manage external consultants, as needed
- Manage partnerships with local and international partners based on Saferworld's partnership principles, ensuring effective capacity-building, cross-learning and communication
- Ensure timely and accountable narrative and financial reporting by partners in order to comply with Saferworld and donor requirements

Funding and financial management

- Identify new funding opportunities and write funding proposals for the Caucasus Programme
- Develop and manage programme budgets and cash-flows in line with Saferworld's organisational processes
- Manage and monitor overall expenditure on the Caucasus Programme in line with donor requirements and Saferworld's financial procedures, including authorisation of payments and preparation of fund projections to the London Office, in conjunction with Funding and Finance Teams
- Verify expenditure by reviewing monthly variance reports produced by the Finance team
- Review and ensure, in conjunction with Finance Team, accuracy of financial reports for donors

PERSON SPECIFICATION

- Master's degree (or equivalent) in international relations, political science or a related field. Developed analytical and excellent writing skills.
- Five years' experience in a management post (of which at least two years are in a senior capacity), including staff and budgets, preferably in a non-government setting.
- Proven ability to undertake strategic planning, programme development and evaluation.
- Good understanding of the discourse on peacebuilding and conflict prevention issues, the regional and sub-regional security structures and agreements, and the international policy environment in which these issues are addressed.
- Good understanding of the Caucasus region, with experience of working in parts of the region.
- Experience in policy and advocacy work and high-level representation.
- Demonstrated fundraising and financial management skills (including reporting to donors).
- High level communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing; excellent written and spoken English; working knowledge of Russian.
- Facilitation and training skills.
- Proven experience of working in partnership with other NGOs and NGO networks highly desirable.
- Experience of working with colleagues based in other countries (line-managing and/or reporting to them) desirable.
- Ability to undertake frequent travel (up to 3 months each year).

TERMS AND CONDITIONS

- Location:** The position is primarily based in Tbilisi with some time spent in London and other countries of the Caucasus region.
- Probation:** There will be a probationary period of three months.
- Salary:** £32,978 - £39,690 gross per annum + benefits
- 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 to Marie Aziz at recruitment@saferworld.org.uk (please use subject heading: Ref: CPM). Deadline for applications: 12.00 midday on 12 March 2012. We regret that only shortlisted candidates will be contacted.