

## JOB DESCRIPTION

<b>Job Title:</b>	Project Manager
<b>Location:</b>	Osh, Kyrgyzstan
<b>Management responsibility:</b>	Activity budget of approximately 200,000 USD per year
<b>Reporting to:</b>	Country Manager
<b>Key Relationships:</b>	Project Coordinators, Head of Europe and Central Asia, Conflict and Security Adviser, Europe and Central Asia team, Policy and Advocacy teams, Saferworld's regional partners, Operations, funding and finance teams
<b>Salary range:</b>	Gross: 74,562 KGS per month (net 60,460 KGS after taxes per month)

### Description of Saferworld and Kyrgyzstan Programme:

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. 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.

Saferworld's Kyrgyzstan programme focuses on enabling individuals, communities and civil society to respond more effectively to conflict and security issues. The programme combines activities at national and the community levels, dialogue, capacity building, policy research, networking and advocacy, and working with institutions and civil society in the country.

### Job Purpose:

To work closely with partners to provide on-going technical advice and guidance, link the project with in-house conflict prevention and peace-building expertise across Saferworld and help build the capacity of partners in-country.

The position is based in Osh and requires spending substantial amount of time with partner coordinators in the project areas.

### Roles and Responsibilities:

#### 1: Strategy and programme development

- Assist in developing Saferworld's country strategy with regular analysis of political and security developments in specified countries and themes. Inform and advance the development and implementation of Kyrgyzstan strategy to build peace and tackle the prevention of conflict, reflecting on themes such as community security, police reform and broader security and justice sector development.
- Contribute to the development of Saferworld's position in support of a more sensitive and effective international response to conflict in the region.
- Help develop Saferworld's existing programme of work and identify related areas (thematically and geographically) for new programme development.
- Contribute to lesson-learning within the Europe and Central Asia programme and to the integration of cross-cutting themes (such as conflict sensitivity and police reform) and functions (such as communications and capacity building) across the organisation

#### 2: Programme implementation

- Monitor and manage specific project components to the wider regional programme including:
  - The facilitation of local initiatives aimed at the prevention of conflict
  - The promotion of community initiatives to enhance local safety and security, and the delivery of people-focussed security services
  - The promotion of local government- or civil society-focused initiatives to support the police reform and broader reform of the security sector
  - Increasing the awareness of donors and governmental actors regarding the development and implementation of conflict-sensitive programming and policies

- Organise dialogue meetings, workshops and seminars in the country with government representatives, civil society and international organisations to raise awareness of efforts to prevent violent conflict and promote cooperative approaches to security, including the advancement of community security, police reform and security sector reform generally
- Help identify the capacity gaps and requirements of community-based organisations, NGOs, law enforcement agencies and government departments in relation to the prevention of violent conflict
- Contribute to the development of relations with Saferworld's partners in the country and work towards enhancing the capacity of civil society and partner organisations through the:
  - Development of the understanding and capacity of partner organisations to implement community safety, police/security sector reform and other conflict prevention activities;
  - Assistance in the design and delivery of training and other support activities at official civil society and community levels;
  - Assistance in undertaking and analysing the results of periodic community safety/public perception surveys
  - Support partner organisations and contribute to the production of narrative reports for donors
- Contribute to research undertaken by Saferworld and/or local partners and in the analysis and drafting of research reports and regular policy and thematic briefings when required

### **3: Communications and Advocacy**

- Help identify opportunities and develop relationships for promoting peace and security in the country and develop appropriate strategies – in cooperation with local partners and other local and international actors
- Monitor and analyse official and public debates on issues relevant to Saferworld's work in Kyrgyzstan and identify opportunities for Saferworld to provide input into the policy debate in the country
- When requested, represent Saferworld at meetings, seminars, coordinator fora and other events

### **4: Funding and Administration**

- Identify funding opportunities and establish/maintain contact with relevant donors in liaison with the Country Manager
- Perform project organisation activities in liaison with the Country Manager, such as:
  - Drafting of project reports
  - Monitoring of project expenditure
  - Assisting in preparing estimates for budgeted activities and funding proposals
  - Providing support for fundraising
  - Undertaking monitoring and evaluation tasks
- Together with the Country Manager contribute to the monitoring of risks to the safety of team and partner personnel and the development of safety and security plans and appropriate responses to manage them.

## **PERSON SPECIFICATION**

### **Essential:**

- BA or higher degree or equivalent in social sciences or related area of studies
- A good understanding of inter-ethnic, community security/peace and conflict prevention issues
- A minimum of 3 years' relevant work experience preferably in supporting community-based initiatives in the field of community security/ peace building / conflict prevention
- Good knowledge and understanding of the local context and sensitivities
- Good communication and interpersonal skills and an ability to work in a non-partisan manner, appreciating cultural and ethnic diversity
- Ability to work on his/her own, but also with a proven track record of working effectively as part of a team
- Fluency in written and spoken Kyrgyz, Russian and English
- Enthusiasm to learn and apply new skills

### **Desirable:**

- Work experience of dialogue facilitation across ethnic, rural-urban, religious and regional divides
- Experience in the area of youth participation in public life
- Experience in building young people's skills and experience in democratic practice and in undertaking participatory research on root causes of extremism and radicalisation among youth and ways to address them collaboratively, and in partnership with communities and local authorities

## TERMS AND CONDITIONS

**Terms of contract:** Open, depending on the funding

**Probation:** There will be a probationary period of three months

**Holidays:** 28 Days a year (January – December) in addition to public holidays in Kyrgyzstan

**Salary range:** 74,562 KGS gross per month (net 60,460 KGS after taxes per month)

**Travel:** Frequent travel to the communities of the project areas in Kyrgyzstan

**Hours:** Standard working week is 37.5 hours a week.

## APPLICATION PROCESS:

Qualified candidates should complete the **Saferworld Job Application Form** and send to [recruitment@saferworld.org.uk](mailto:recruitment@saferworld.org.uk). Please use subject heading: Ref: PMK

**Deadline for applications: 15 January 2017**

We regret that only short-listed candidates will be contacted.