

**JOB DESCRIPTION**

<b>Job Title:</b>	Project Manager
<b>Location:</b>	Osh, Kyrgyzstan – Bishkek would also be considered but on the understanding that post-holder would be expected to spend at least 50% of their time in Osh
<b>Reporting to:</b>	Country Manager
<b>Management responsibility</b>	Line manages three staff members
<b>Type of position:</b>	National
<b>Salary:</b>	A competitive INGO salary will be offered
<b>Contract terms and hours:</b>	Fixed term contract until April 2020 with the possibility of extension dependent on funding. The standard working week is 37.5 hours
<p><b>Background:</b></p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>Saferworld has been working in <b>Central Asia</b> since 2010 and has offices in Bishkek and Osh (Kyrgyzstan) and Dushanbe (Tajikistan). Our work largely focuses on supporting security sector/police reform/governance, including through community policing and community security, empowering youth and women, and challenging harmful gender norms in <b>Kyrgyzstan and Tajikistan</b>. Together with our civil society partners, we help to strengthen the capacity of local authorities, police, civil society, and communities to jointly identify, prioritise, and address issues that affect people’s security. We facilitate conflict and gender sensitive processes that particularly empower women, young people, and other marginalised groups to meaningfully participate in local, sub-national, national, and regional level initiatives. We also advocate to government officials and external actors for improved strategies, policies and practices/services for conflict-affected communities and for more effective conflict prevention. In particular, at a time when much of the regional security focus is on mainstream ‘countering/preventing violent extremism’, ‘counter-radicalisation’, and ‘counter-messaging’, we advocate for and implement alternative peacebuilding approaches that put the real needs of people first.</p> <p>We support diverse young people from across Kyrgyzstan to come together and discuss issues around religion and democracy, and to take action to shape public opinion and government responses. We support them to promote peace, participation, inclusion, tolerance and respect for diversity, with the aim of creating greater understanding and increased interaction between young people from different backgrounds.</p>	
<p><b>Job purpose:</b></p> <p>Manage all aspects of our youth and democracy projects, including working closely with existing partners; establish good working relations in order to provide on-going technical advice and guidance; link with other teams and related projects across Saferworld to share best practices and lessons learnt on youth programming; strengthen civil society partners’ capacity in-country; establish contacts and engage with national and local authorities; oversee project budgets; lead on in-country youth, peace and security (YPS) advocacy and maintain internal and external communications on youth-related matters.</p>	

## **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, especially those related to YPS. Inform and advance the development and implementation of Kyrgyzstan strategy to build peace and prevent conflict, reflecting on themes such as community security, police reform and broader security and justice sector development, and the sustainable development goals (SDGs).
- Contribute to the development of our position in support of a more sensitive and effective international response to conflict in the country and region.
- Help develop Saferworld's existing programme of work and identify related areas (thematically and geographically) for new programme development, particularly on youth.
- Contribute to lesson-learning within the Central Asia programme and across the organisation.

### **2. Programme implementation**

- Ensure that all managed projects are delivered on-time, within scope and within approved budgets.
- Manage all project components in accordance with the project proposals and approved workplans, including:
  - organising dialogue meetings, workshops, seminars and other activities with government representatives, civil society and international organisations;
  - conducting research in collaboration with Saferworld colleagues and/or local partners;
  - analysing data and drafting research reports and policy and thematic briefings when required;
  - facilitating local youth initiatives aimed at the prevention of conflict among young people and other groups, as well as promoting tolerance, non-discrimination, democracy and participation in decision-making processes;
  - promoting community initiatives to enhance local safety and security, and the delivery of people-focussed services to address peace and security issues
  - promoting local government or civil society focused initiatives to address youth participation in decision-making processes and inclusion of all groups of the society/communities.
- Increase the awareness of donors and governmental actors regarding the development and implementation of conflict-sensitive programming and policies towards youth.
- Actively assist and contribute to monitoring, evaluation and learning (MEL) processes, including outcome harvesting, and ensure lessons feed into further project planning and adaptation.

### **3. Partnership development**

- Work closely with existing partners and establish good working relations with the new ones.
- Contribute to identification of the capacity gaps and requirements of communities, civil society organisations (CSOs), relevant state agencies and government departments in relation to the prevention of violent conflict and promotion of tolerance, diversity and inclusion.
- Contribute to the development of relations with Saferworld's partners and enhance the capacity of civil society and partner organisations
- Support partner organisations to contribute to project implementation, MEL and the production of narrative reports for donors.

### **4. People management**

- Line manage respective project team members; manage external consultants, as needed.
- Contribute to maintaining effective and appropriate staff and external recruitment processes and adequate induction.
- Ensure the effective implementation of performance management and learning and development plans for line-managed staff.
- Ensure compliance with organisational HR policies and national requirements.
- Ensure that project staff and partners comply with safety and security provisions and safeguarding policies at the field level.

### **5. 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, particularly on YPS.
- Represent Saferworld at meetings, seminars, and other events related to the managed projects and where necessary, wider country programme.

**6: Funding, budgets and administration**

- Support the identification of funding opportunities and establishment/maintenance of relevant donor relations.
- Support fundraising by contributing to proposal development.
- Draft project donor and other reports as necessary.
- As the project budget-holder, monitor project expenditure and manage project budgets.
- Prepare budget forecasts for ongoing projects and funding proposals.
- Together with the Country Manager, monitor and mitigate project risks to Saferworld and partner project staff safety and security and contribute to the development and implementation of safety and security policies and procedures.

**Key working relationships**

- **Regional colleagues and relevant London-based staff** – contributing to the development of a learning strategy which captures the outcomes of Saferworld’s work, along with the learning it generates in order to enable our programming to respond to changes as they arise
- **Colleagues in the finance teams, both in-country and at HQ** – working collaboratively on budgeting, compliance and financial reporting
- **Colleagues in the funding team** – working collaboratively on project proposals and programme development, and grant management
- **Partners and other external stakeholders including donors** – networking, sharing information, collaborative working as appropriate

**Scope and accountability**

<b>Decision making and limits of authority</b>	The Project Manager is responsible for leading and motivating the programme team in collaboration with the Country Manager. S/he leads on programme design and implementation and ensures continuing relevance to Saferworld’s strategic priorities.
<b>Financial resources</b>	Fully accountable for a project budget – ultimate responsibility for the country budget lies with the Country Manager
<b>Other resources</b>	N/A
<b>People management</b>	3 staff members
<b>Legal, regulatory and compliance responsibility</b>	Ensure compliance with Saferworld’s and donor financial processes and procedures

**Person specification**

**Knowledge, qualifications and experience**

- Master’s degree in social sciences or related area of studies or equivalent work experience
- A strong understanding of peacebuilding and conflict prevention, community policing/security, YPS, and conflict and gender sensitivity and relevant work experience in supporting community-based initiatives and empowering youth
- Good knowledge and understanding of the local context and sensitivities
- Work experience of facilitating dialogue across ethnic, rural-urban, religious and regional divides
- A good understanding of youth-related issues, including knowledge of youth policies, international frameworks and practices, in Kyrgyzstan
- 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 violence among youth and ways to address them collaboratively, and in partnership with communities and local authorities

#### **Skills and abilities**

- Good communication and interpersonal skills and an ability to work in a non-partisan manner, appreciating cultural, religious, gender 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; Uzbek would be an asset
- Enthusiasm to learn and apply new knowledge and skills

#### **Personal qualities**

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to one's own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

#### **Other requirements**

- The position is based in Osh with a substantial amount of time traveling in Kyrgyzstan and possible travel in the region and elsewhere.

#### **Application process**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref: PMKZ)

**Deadline for applications: 25 September 2019**