

**JOB DESCRIPTION**

<b>Job Title</b>	Programme Manager
<b>Location</b>	Kathmandu, Nepal
<b>Management Responsibility</b>	Project Coordinator; Project Officer
<b>Reporting to</b>	Deputy Head of Asia Region (based in Kathmandu)
<b>Key Relationships</b>	Nepal Finance Manager; Asia regional team (head, conflict & security advisors, grant manager); London-based international operations manager, programme support unit, policy, advocacy and communications teams, human resources, funding, and finance teams
<b>Contract Duration</b>	June 2019 – March 2020 (Possibility of extension, dependent upon funding)
<b>Salary</b>	A competitive INGO salary and benefits will be offered

**Background**

Saferworld is an independent non-governmental organisation that works to promote peace and stability. It works with a broad range of stakeholders to encourage and support effective policies and practices through programming, advocacy, research and policy development, and through supporting the actions of others.

Established in 2009, the Nepal country programme aims to support people to have better access to justice, security, and governance services to enable them to contribute to and benefit from inclusive development and federalisation processes. Through research, programming, and advocacy, the Nepal country team implements projects at federal and sub-national levels.

The Programme Manager will play a key role in the management and growth of the Nepal country programme. We are looking for someone who can lead on the implementation of the Nepal country strategy and programme development, provide overall management of the programme, monitor programme delivery against country strategy and elaborate on the strategic monitoring, evaluation and learning (MEL) framework. S/he will take the fundraising strategy forward by identifying in-country funding opportunities, managing in-country donor relations, and supporting with the development of funding proposals/applications. S/he will lead the country team and ensure the safety and security and well-being of staff. S/he will work in close cooperation with partners, government officials, and other stakeholders, in order to support the development and implementation of Saferworld's programme and to enhance peace and security in Nepal. The Programme Manager will have excellent knowledge of Saferworld's key issues and approaches, combined with strong people and programme management skills and an understanding of the Nepali context.

**Key Areas of Responsibility:**

**Strategic planning and programme development**

- Provide strategic leadership and direction to the team and implement Saferworld's Nepal strategic framework in-line with Saferworld's organisation-wide strategy.
- Elaborate on Nepal's strategic framework by deepening Saferworld's analysis and understanding of the Nepal context and identifying relevant opportunities for programme development.
- Identify and develop relationships, ensuring regular engagement and coordination, with key strategic partners, at the sub-national and federal levels, including governance, security and justice actors, civil society, media, donors, and the wider international community.
- Promote internal lesson-learning within the organisation to ensure effective knowledge management on cross-organisational thematic issues (such as conflict and gender sensitivity, community security, governance, and

justice as prevention) and approaches (such as partnerships, capacity-strengthening, policy research, advocacy, communications).

- Contribute to Saferworld's wider organisational strategy and development by participating in strategic planning and other cross-organisational processes.
- Engage with other teams, including programme support, policy, advocacy and communications, funding, finance, and regional teams as appropriate.

#### **Programme management and implementation**

- Manage and oversee the effective implementation of Saferworld's Nepal country programme, including through regular and systematic planning, review, and monitoring, evaluation and learning.
- Manage the annual planning and strategy review processes.
- Manage the development and implementation of advocacy strategies targeting decision-makers and opinion-shapers in Nepal, Asia region and amongst donors and the wider international community.
- Lead in the production of narrative reports and ensure the timely and accurate production of financial reports for donors.
- Ensure the Nepal programme activities are well-documented and an effective information management system is in place.

#### **Fundraising**

- Raise the Nepal programme's funding portfolio by developing and managing its fundraising strategy.
- Cultivate relations with in-country donors and identify in-country funding opportunities.
- Work with the programme and funding teams and relevant colleagues across the organisation to coordinate and draft high quality funding proposals, ensuring that donor requirements and guidelines are understood and met.

#### **Representation and advocacy**

- Provide high-level representation at external meetings and raise the profile of Saferworld's Nepal programme both in terms of promoting our in-country work and cross-organisational lessons learned.
- Provide information to Saferworld's funding and communications teams for external communication purposes.

#### **Partnership and people management**

- Line-manage the Project Coordinator and Project Officer; ensure their performance management and learning and development plans are implemented.
- Manage external consultants, as needed.
- Manage partnerships with national and international partners based on Saferworld's partnership strategy and principles, ensuring effective communications and collaboration, capacity-strengthening, and learning.
- Provide overall safety and security management oversight, including ensuring security plans and protocols are in place and implemented.

#### **Safety & Security and Risk Management**

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- Support the Deputy Regional Head to ensure that staff comply with country safety and security plans and that they are jointly reviewed and updated regularly by the country team.
- Support the Deputy Regional Head to ensure optimum safety of Saferworld staff, consultants, interns, and volunteers traveling to Nepal.
- Maintain a risk analysis and review and update it regularly with the country team.

#### **Financial and office management**

- Oversee the country programme budget and management accounts and ensure the finance functions are in-line with Saferworld's organisational policies and procedures and donor financial regulations.
- Provide overall financial oversight to the Nepal programme, in close coordination with the Deputy Head of Asia, the Nepal Finance Manager and the London-based finance team;
- Ensure the efficient running of the office;
- Ensure the production of accurate and timely financial and funding reports, working closely with the Nepal Finance Manager.
- Ensure timely and accountable narrative and financial reporting by partners in order to comply with donor requirements.

### **PERSON SPECIFICATION**

#### **Knowledge:**

- A Master's Degree in international relations, development studies, peace and conflict studies or a relevant political or social science discipline (or equivalent professional experience);
- An excellent understanding of the Nepali context and a strong overview of governance, conflict, peace and security issues in the South Asia region, preferably with experience of working in Nepal or elsewhere in the

South Asia region;

- An excellent understanding of the discourse on Nepal's federalisation process and governance, security and justice sector development, community security, human rights, and conflict management and prevention.

**Experience:**

- Substantial programme management experience preferably in a non-governmental setting at a senior level.
- Solid understanding and experience of civil society and government engagement, networking and capacity-strengthening on governance, security, justice and conflict prevention issues.

**Skills:**

- Strong analysis and strategy development skills;
- Fluency in English (written and spoken) essential; knowledge of Nepali language is a strong advantage;
- Ability to work with team members and other staff based in different countries and time zones;
- Ability to work on his/her own, with demonstrated teambuilding and organisational skills;
- Excellent communication and interpersonal skills and ability to work in a non-partisan manner appreciating cultural, ethnic, religious and gender diversity;

**Other**

- Commitment to and compliance with Saferworld's safeguarding principles
- Ability to undertake travel (up to 3 months each year) within Nepal, the South Asia region and elsewhere.

**Terms & Conditions**

**Salary range:** Competitive INGO salary & benefits.

**Holidays:** 28 days/year in addition to agreed Nepali public holidays (up to 13 days/year)

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

**Application process:** to apply please complete the Saferworld application form and return to [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Please use ref: NPM)

**Deadline: 30 June 2019**

We regret that only shortlisted candidates will be contacted.

We will only accept completed application forms; please do not send your CV.