

**Director**  
**Uganda & Sudan Borders Programme**

**I. GENERAL**

- Job Title:** Uganda & Sudan Borders Programme Director
- Base:** London (with regular travel to the region)
- Reporting to:** The Executive Director
- Responsible for:** Programme Officer, as well as consultants (contracted in Uganda and internationally) and the occasional intern

**2. ORGANIZATION INFORMATION**

**Conciliation Resources**

The main aim of Conciliation Resources (CR) is to support community-based and national organizations that seek to prevent or transform violent conflict into opportunities for just and sustainable human development.

Established in 1994 and incorporated in 1996 CR is an international non-governmental organization registered in the UK as a charity. We have programmes in the Caucasus, Uganda/Sudan Borders, and West Africa where we work in partnership with local and international civil society organizations and governments. CR also publishes *Accord: an international review of peace initiatives* and we are involved in projects in Colombia, Fiji, and the Philippines. Our funding is through grants from governments, independent trusts, and foundations.

**General criteria**

CR's staff work in a spirit of programme partnership, which demands team-work, and a commitment to working with and for the organization as well as your programme, cross-programme learning and an open spirit of enquiry, mutual respect, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.

### **3. JOB OVERVIEW**

#### **The Uganda & Sudan Borders Programme**

The programme works to agreed goals and strategies (approved by the Board annually) that are informed by organizational priorities and principles. The primary goals of the Uganda and Sudan Borders Programme is to help people in LRA-affected areas to make more strategic, complementary and effective interventions for sustainable peace, and to seek to influence national and international conflict and peace policies to be mindful of local views and the need to tackle constructively the causes and consequences of the conflict.

CR has been working in partnerships in northern Uganda since 1998. Our current partners are the Justice and Peace Commission and the Department of Social Communications, both of the Gulu Archdiocese, and the Kampala liaison office of the Justice and Peace Council of the Ecclesiastical province of Gulu, *Ker Kwaro Acholi*, the Acholi Religious Leaders' Peace Initiative in Gulu; and *Totto Chan* child trauma centre in Juba, and the Committee for Peace in Southern Sudan.

Partnership support for these initiatives involves training and facilitation, analysis and strategy assistance, programme management and planning support, and back-up on evaluation and reporting. We also collaborate with Quaker Peace and Social Witness, Mennonite Central Committee, Christian Aid, the Northern Uganda Advocacy Partnership for Peace (NUAPP), governments, and other local and international interveners in the conflict.

Our work currently relies on support from the Norwegian, British, Dutch and Swedish governments and some independent trusts.

#### **Job purpose**

To lead in the strategic development, coordination and resourcing of a programme of work that develops constructive approaches to addressing conflicts in the LRA affected areas of Uganda and Sudan and contributes to peacemaking processes at local, national, regional and international levels.

#### **Scope and accountability**

The post is full-time. The post-holder will have primary responsibility for programmatic, personnel, and financial management and will be managed by the Executive Director.

S/he will manage the Programme Officer, and all contracted personnel (including locally employed consultants - an accountant, researchers and others).

S/he will lead in the management and development of partnership relations and will implement and manage funded activities and networking.

The Programme Director is responsible for setting and raising a programme budget, which in 2007 is just under £450k. S/he is also responsible for managing and monitoring project expenditure, and reporting to the programme's donors with the support of both the project team and CR's core support team.

As a senior member of CR staff, the post-holder is expected to offer leadership in cross-programme learning, policy formulation, and organizational development and communications processes.

#### **4. The Programme in summary**

**Programme aim:** A non-violent end to the conflict between the Government of Uganda and the Lord's Resistance Army and a just and sustainable peace. The programme works towards the achievement of three goals:

- i. Local peacebuilding initiatives and organizations will foster inter-community tolerance, locally appropriate justice mechanisms, and the return of LRA combatants from the bush.
- ii. Strengthened organizational and personal capacities and skills of partner peacebuilding organizations in northern Uganda and southern Sudan.
- iii. Peacebuilding interventions (both direct and indirect) at every social level will be better informed by the views of the war-affected communities

#### **5. Key result areas in the job**

##### **Strategic and operational planning**

- Lead the team's planning processes to ensure that they are consultative, coherent and strategic and in-line with agreed CR's organizational approach;
- Ensure that the continuation of the programme and exploration of new programmatic opportunities are based on a sound and dynamic analysis of the conflict and peace processes in Uganda, Sudan and the sub region;
- Make sure that the team's public outputs are developed through appropriate interface with the Executive Director, CR's other programme, fundraising and communication teams.

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

- Coordinate and implement all aspects of the programme (consultation, design, budgeting, implementation, monitoring, review, evaluation of the programme and to contribute to organizational learning in so doing) delivering on the programme's agreed objectives and outputs;
- Manage systems for planning and implementation that are realistic, efficient, flexible, and responsive to the changing context of CR's engagement in the war affected region;
- Travel, including when necessary to countries experiencing or having experienced violent conflict, and ensuring at all times the security of CR staff and consultants and, where feasible, partners.

##### **Personnel management**

- Lead the programme team in a collaborative fashion in order to work with all partners, potential partners, team members, and advisors - providing leadership to the team;

- Manage the Assistant Director (to be appointed), Programme Officer and other team members who may be employed, including contracted consultants working from the UK and overseas. Undertaking periodic staff appraisals and to ensure beneficial conditions for staff development including training needs.

### **Fundraising and financial management**

- Write project and programme budgets inline with the standards set by CR and required by our donors;
- Assume budget-holding responsibilities for all expenditure within the programme (ie authorising expenditures, ensuring that all approved budgets are adhered to and project accounts are maintained to a high standard - with the support of colleagues and CR's Finance Manager);
- Liaise with donors on financial reporting and provide narrative and financial reports as required;
- Secure funds for the programme, including preparing and presenting funding proposals – with the help of the Executive Director and Fundraising Coordinator – and maintaining good and close relations with current and potential donors, both politically and in fulfilling all narrative and financial reporting obligations;
- Contribute to CR's overall fundraising efforts through participation in meetings with core and programme donors and in liaison with the Executive Director through contact with other current or potential donors.

### **Partnerships, representation and international networking**

- Develop and maintain collaborative partnerships with credible and reliable local, national, regional or international organizations (ensuring the establishment of all necessary formal agreements);
- Act as CR's lead representative on matters directly and indirectly related to this war-affected region, represent CR in relations with networks and official national and international bodies, government ministries, embassies, donors, the media, partners, other interested and relevant organizations and individuals.
- Effectively communicate the programmatic lessons, verbally and in written form within the organization and to donors, partners, and other relevant stakeholders and interlocutors in order to inform wider policy and strategic issues in regard to peacebuilding and conflict transformation in this war affected region;
- Ensure the credibility of the organization with project partners and governmental and non-governmental agencies and in consultation with the Executive Director perform representational duties on behalf of CR contributing to the organization's outreach and its development as an international organization.

### **Publications, resources and events**

- Oversee delivery of the publications and other public resources and planned public events in cooperation with the communications team

### **Organizational roles**

- ❑ Participate in the formal and informal decision-making and consultation processes in regard to the strategic development of CR as a leading conflict transformation organization including playing an active role on CR's Senior Management Team, participating in organizational meetings, periodic task-group work (e.g. on developing the organization's policies and practices) and in organization-wide staff recruitment as and when appropriate;
- ❑ Ensure that the programme team complies with and participates in maintaining CR's administrative and financial systems;
- ❑ Share in receiving guests, inputting all professional contacts onto the database, and generally providing mutual support to colleagues as appropriate.

## **6. PERSON SPECIFICATION**

### **Knowledge**

- ❑ Substantial knowledge and first-hand experience of the conflict and the social and political landscape in Uganda and Sudan a distinct advantage;
- ❑ Good practical knowledge of peacebuilding and conflict resolution processes particularly with regards supporting civil society initiatives;
- ❑ First-hand knowledge of and/or personal contacts with relevant NGOs, international organizations or governmental bodies;
- ❑ Degree-level study (or equivalent) in conflict resolution, international relations, development studies, international humanitarian law, or other relevant areas;
- ❑ Good understanding of organizational development processes;
- ❑ Excellent written and spoken English;
- ❑ Working knowledge of Luo (desirable but not essential);
- ❑ Awareness of and a positive attitude towards equal opportunities principles and practice.

### **Experience**

- ❑ Experience of project or organizational management;
- ❑ Experience in setting fundraising strategies and writing proposals and reports and securing grants of over £150k;
- ❑ Experience of representing an organization and public speaking;
- ❑ Experience in planning, running, and facilitating effective meetings;
- ❑ Practical international conflict resolution experience in designing and implementing conflict resolution and peacebuilding interventions;
- ❑ Experience of working or studying in a conflict context;
- ❑ Experience of working with international, national, and local partner organizations;
- ❑ Experience of and sensitivity to communicating with multicultural and diverse audiences.

### **General skills/attributes**

- ❑ Ability to manage a diverse team sensitively;
- ❑ Proactive approach to teamwork/willingness to cover for colleagues;
- ❑ Excellent interpersonal and listening skills;
- ❑ Skilled in managing conflict;

- ❑ Good consultation skills;
- ❑ Ability to communicate complex issues effectively;
- ❑ Ability to stimulate and contribute to debates on complex and controversial issues;
- ❑ Good PR skills;
- ❑ Ability to manage and prioritize a diverse and demanding workload and meet deadlines;
- ❑ Willingness and ability to work irregular hours;
- ❑ Willingness to travel in uncomfortable or insecure conditions;
- ❑ Willingness to be largely self-servicing;
- ❑ Computer literacy (essential) - familiarity in a Macintosh environment would be an advantage