

## **Job description: Pacific Projects Manager**

### **1. General**

Job Title: Pacific Projects Manager  
Location: Australia, with regular travel  
Reporting to: Pacific Programme Director (London based)  
Responsible for: Consultants and occasional interns and volunteers

### **Programme Overview**

Conciliation Resources has worked in the Pacific region since 1994. We currently have programmes in Fiji and the autonomous region of Bougainville, Papua New Guinea. We also work across the Pacific region, implementing comparative learning projects.

In Bougainville, Papua New Guinea, Conciliation Resources works in partnership with a Civil Society (CSO) partner and the Autonomous Government (ABG) in strengthening the skills of peacebuilding actors. The programme includes:

- Strengthening community analysis and conflict resolution mechanisms in Bougainville.
- Building the skills of key peacebuilding actors in Bougainville.
- Improve cohesion and collaboration between peacebuilding initiatives in Bougainville

In Fiji, Conciliation Resources works in partnership with four Civil Society (CSO) partners in promoting public participation in policy formulation and dialogue on Fiji's long-standing conflict issues. The programme includes:

- Capacity development support, to national and regional civil society (CSOs) and community-based organisations (CBOs).
- Support to public participation in policy formation, strengthening accountability, and dialogue on the nation's divisive issues.
- Strengthening Women and young women leaders' participation in local, provincial and national politics and decision-making processes.

### **Job Overview**

#### **Job Purpose**

To implement and resource a Conciliation Resources' Programme of work in the Pacific in support of local people and local processes working to strengthen peace and stability in the Pacific.

#### **Scope and Accountability**

Under the direction of the Pacific Programme Director, the Pacific Projects Manager develops and manages a range of projects, including projects in Fiji and regional comparative learning projects, overseeing the entire project cycle for these activities (design, planning, implementation, monitoring and evaluation, narrative and financial reporting). They travel between two and four months of each year, acting as a resource person to partner organisations and representing the programme in meetings with a range of interlocutors in the field. The post-holder contributes to strategic development, implementation and resourcing of the Pacific Programme as a whole, and manages relationships with programme partners, consultants and potentially volunteers. They report to the Pacific Programme Director.

## **SPECIFIC TASKS AND RESPONSIBILITIES**

### **Strategic and operational planning**

- Lead on the design and development of projects that strengthen and consolidate the programme's success in achieving its objectives.
- Contribute to the Pacific programme's strategic and operational planning processes, including participation in the annual planning cycle and monitoring and evaluation processes, along with coordinating partner and other external input
- Stay informed of political, social, economic and security developments in the region and contribute to the programme's reflection and analysis.
- Explore potential programme partnerships/strategic relationships.

### **Programme management and partner support**

- Manage a portfolio of projects, overseeing the implementation at all stages (design, setting budgets, implementation, monitoring, reviewing and reporting).
- Provide support, advice and facilitation to partner organisations, in achieving mutually agreed outputs and outcomes and ensure that these are implemented in compliance with contractual criteria agreed with donors.
- Manage the work of consultants employed to support specific project activities.
- Lead on establishing and overseeing a monitoring and evaluation system in coordination with local partners.
- Manage the delivery of all communications deriving from the programme (including written publications, multi-media material, website and intranet entries and other public resources) and ensuring that the programme's public outputs are developed through appropriate interface with the rest of the organisation in consultation with the Director of Programmes.
- Develop and maintain collaborative partnerships with credible and reliable local, national, regional or international organisations, ensuring the operation of formal agreements affecting the operation of the programme.

### **Policy and analysis**

- Keeping informed of political, social, economic and security developments in the region that influence the peacebuilding and conflict transformation objectives of the programme, while sharing information and analysis drawn from fieldwork experience.
- Working with the Programme Director and the rest of the Pacific programme team to ensure delivery of policy messages, analysis and lessons learned to relevant interlocutors, including donors, partners and government officials.

### **Representation and networking**

- Maintain an effective liaison with donors and relevant governmental authorities to facilitate the timely implementation of project activities.
- Develop and maintain collaborative relationships with project partners and other interlocutors.

- Represent Conciliation Resources and effectively communicate its strategies and key messages to donors, politicians, diplomats, community-based organisations and other target groups through one-on-one meetings and speaking at events.
- Respond to requests from institutions, researchers, journalists and others.

### **Fundraising and financial management**

- Lead on securing funds for the Pacific Programme's regional comparative learning work – in collaboration with the Pacific Programme Director and programme team, and the Head of Fundraising – by drafting proposals, taking lead responsibility on some applications, and advocating to donor representatives.
- Manage the creation of budgets for specific projects, monitor expenditure and accounting and ensure sound financial management in compliance with internal finance procedures and donor financial mechanisms.
- Maintain good relations with current and potential donors (particularly those based in the region).
- Maintain appropriate project documentation and filing systems ensuring that the programme complies with and participates in maintaining internal administrative and financial systems and policies.

### **Communications and information management**

- Drawing on the support of the Accord, Policy, and Practice (APP) team contribute to the development and implementation of communication and advocacy strategies for specific projects.
- Managing the production of regular narrative reports on project activities, including the collation of partner narrative reports.
- Write content for publication on our website and elsewhere and ensure the section on the programme is kept up to date.
- Input contacts and information onto the database, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.
- Participate in team and other internal meetings or working groups, including discussions concerning the programme's strategic development.

### **Personnel management**

- Line-managing and providing guidance to programme staff (the Pacific Programme Officer), consultants, potential interns and volunteers, including the conduct of weekly meetings and bi-annual appraisals.
- Ensuring that programme staff and consultants adhere to CR's security guidelines in undertaking travel.

### **General Activities**

- Share in collegial duties and participate in organisational meetings as required, in particular staff and programme meetings and retreats.
- Provide mutual support to colleagues as appropriate.

- Perform additional tasks, which are reasonably associated with this post, as required by the Pacific Programme Director.

## **PERSON SPECIFICATION**

### **Knowledge**

- A postgraduate university degree or the equivalent experience, in a relevant subject area (eg conflict resolution, international relations, development studies, international humanitarian law, or a related field).
- Practical and conceptual knowledge of peacebuilding and conflict resolution processes.
- Understanding of processes of social and political change, particularly concerning supporting the development of local capacities for peacebuilding.
- Knowledge and experience of political change processes and/or community education and working with sectoral groups (e.g. youth and women) would be an advantage.
- Knowledge of the PNG context and in-country and international stakeholders (desirable).

### **Experience**

- Practical conflict experience in designing and implementing conflict resolution and peacebuilding interventions, including experience of working with international, national and local partner organisations in conditions of current or recent conflict.
- Experience of working on issues of governance and political transitions in conflict contexts (desirable).
- Substantial experience of project management e.g. project planning, implementation, monitoring and evaluation and narrative and financial reporting.
- Experience of coordinating work on multiple projects with a range of contacts.
- Demonstrable experience of building and developing relationships across considerable distances.
- Experience managing consultants.
- Experience of living or working in the Pacific region (desirable).
- Experience of and sensitivity to communicating with multicultural and diverse audiences (including officials, politicians, national and local NGOs and conflict-affected communities).
- Substantial experience in developing and maintaining systematic and transparent records of activities needed to keep track of projects and for accountability and evaluation.
- Experience in planning, running, and facilitating effective meetings and workshops.
- Demonstrable experience in preparing, managing and monitoring budgets and securing grants.
- Substantial successful experience of remote based collaborative working.

### **Skills/attributes**

- Appreciation of confidentiality, political sensitivity and the complexities of working in a situation of unresolved conflict/political transition.
- Excellent spoken and written English.
- Pidgin English and French language skills (desirable)

- Excellent cross-cultural communication skills and an ability to analyse and communicate complex issues effectively, at times in public.
- Ability to manage and prioritise a diverse and demanding workload with attention to achieving goals and objectives.
- Ability to liaise with consultants/contractors to ensure quality and value for money.
- Willingness to be self-servicing and share in collegial duties.
- Ability to work under pressure and meet deadlines.
- Ability to work irregular hours on occasions and for frequent international travel.
- Computer literacy (experience of working in a Macintosh environment, with Microsoft Office and database applications, desirable).

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