

Job Description: Project Manager – Democratic Republic of Congo

1. General

Job Title: Project Manager – Democratic Republic of Congo

Location: Based in Dungu, North-eastern Democratic Republic of Congo

Reporting to: East and Central Africa Programme Director

Contract duration: Fixed term, 5 days a week, contract expiry 31 December 2018

Contract Terms: Local Democratic Republic of Congo Employment Contract

2. Organisational information

Conciliation Resources

Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

Conciliation Resources was established in 1994 and incorporated in 1996 as a company with charitable status. We currently have 43 full and part-time staff members with a number based outside of the UK. In addition, we use a number of consultants and volunteers to support our work.

General Criteria

Conciliation Resources' staff operate in a spirit of programme partnership, which demands team-work and collaborative decision-making, transparency and mutual respect, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.

3. Programme overview

Conciliation Resources has a record of creative peacebuilding in East and Central Africa dating back to 1997 when we started work on the conflict with the Lord's Resistance Army (LRA). In 2002 we published *Protracted Conflict, Elusive Peace*, issue 11 of *Accord: an international review of peace initiatives* that analysed the efforts for peace in Northern Uganda. This *Accord* issue was updated in 2010. Building on earlier experience, between 2006-2015 Conciliation Resources implemented a programme with the overall goal of contributing to the non-violent end to the LRA conflict and a peacebuilding process that is just, sustainable and seeks to meet international human rights standards and the needs of the conflict-affected peoples. Some of the published materials from this work include: *Back but not home: supporting the reintegration of former LRA abductees into civilian life in Congo and South Sudan, August 2014*; *In New Light: protection of civilians, the Lord's Resistance Army and the African Union Regional Task*

Force, May 2015; between 2013 and 2015, we implemented a project supporting community dialogue and peace in the Central African Republic.

Conciliation Resources is currently recruiting a Project Manager – Democratic Republic of Congo to work with local partners. The post requires frequent travel in the Haut-Uélé, Bas Uélé and Ituri Provinces, and occasionally to Kinshasa and outside the country.

The Overall Objective of the EU funded project is to strengthen civil society's contribution to conflict prevention in north eastern Democratic Republic of Congo through the inclusion of youth in conflict prevention, as well as transformed relationships between youth and communities.

The Project has five interlinked work areas:

- a) Strengthen capacity of youth and local civil society organisations to undertake community-based peacebuilding: Conciliation Resources' Programme Director, Project Manager and partners will provide capacity building support for civil society partners, youth groups and support them to undertake community-based peacebuilding.
- b) Youth groups reduce conflict risks and reintegrate former abductees: The Project Manager will support partners and youth groups to become agents of change and become involved in practical conflict prevention and peacebuilding in their communities.
- c) Support youth groups, civil society and local communities to maintain early warning processes. The Project Manager will support community leaders, youth groups and partners to conduct conflict analysis and participate in early warning processes
- d) Support youth both male and female, especially returnees from armed groups to gain the trust and support of their communities. The Project Manager, working with partners will facilitate dialogue within and between communities, between affected families and their communities, local government and security officials and the national governments.
- e) Monitoring, Evaluation and Learning: Conciliation Resources will adapt its Monitoring and Evaluation (M&E) tools tailoring them to the specific context. The M&E and Reporting unit will provide accompaniment and on-going support to ensure a systematised collection of data and evidence for effective reporting.

4. Job overview

Job Purpose

Managing the implementation of the project: '*Strengthening youth involvement in conflict prevention in areas affected by the Lord's Resistance Army conflict in north eastern Democratic Republic of Congo (DRC)*'

This project is funded by the European Union through its Delegation in Kinshasa (DRC) and runs for 24 months, with an expected end date of 31 December 2018.

Scope and accountability

The DRC Project Manager (on a fixed-term contract) will join the East and Central Africa Programme Team, which also comprises the Programme Director and Projects Manager. The post-holder will manage project implementation and contribute to the strategic goal of the project in the DRC.

The post-holder will be based in Dungu, north eastern DRC and will be expected to support project partners in Bas Uele, Haute Uele and Ituri Provinces.

5. Specific tasks and responsibilities

a. Project management and partner development

- Co-manage the implementation of the project, coordinating with three partners, at all stages (planning, implementation, monitoring, reporting) in conjunction with the East and Central Africa Programme Director.
- Provide support and advice to partners to facilitate shared analysis and cooperation.
- Produce and maintain project management documentation, including partner MOUs and workplans.
- Support our partner organisations in achieving the contractually agreed outputs and outcomes and ensure that these are implemented in compliance with contractual criteria agreed with the EU.
- Under the guidance of the Head of Monitoring, Evaluation and Reporting establish and oversee a monthly narrative reporting and monitoring and evaluation system with local partners to generate learning that meets internal and contractual requirements.

b. Representation

- In conjunction with the East and Central Africa Programme Director represent Conciliation Resources, develop and deepen an effective liaison with the EU Delegation in Kinshasa, as well as with other donors, relevant governmental and other interlocutors at the national and provincial level , and community based organisations.
- Respond to requests for information from institutions, researchers, journalists and others as well as colleagues within Conciliation Resources.

c. Financial management

- Monitor the project's expenditure and ensure that Conciliation Resources finance procedures and donor contractual financial reporting requirements are, at all times, met by all partners.
- Support partners in preparing and delivering financial reports to the Finance Team based in London and have monthly, or more frequently as required, Skype meetings with the team.
- In conjunction with the Finance team, East and Central Africa team, support partners in developing their core organisational and financial management skills and capabilities.

d. Documentation, information management and communications

- Develop and implement a Communications and Information Management plan for this project in conjunction with Conciliation Resources Communications' lead on East and Central Africa.

- Commission and oversee participatory monitoring action learning with project partners, to document in detail the impact at different stages of implementation.
- Write content for publication on Conciliation Resources website, and with support from Conciliation Resources' Communications team and the Programme Director keep the programme section up to date.
- Share key analysis within Conciliation Resources and with our partners.
- Participate in working-group and other meetings as appropriate with humanitarian and peacebuilding organisations in the DRC, to share Conciliation Resources' key messages and to nurture relationships.
- To the extent possible participate in team and other internal meetings or working groups, including discussions concerning the programme's strategic development, by Skype or visits to the London office.

e. Strategy and development

- Contribute to the project's strategic and operational planning processes.
- Stay informed of political, social, economic and security developments at the national and local level, and convey this to Conciliation Resources.

f. General activities

- Participate in regular line management meetings using Conciliation Resources HR tools.
- Provide regular information and data to the East and Central Africa Team based in London to input contacts and information into Conciliation Resources' contacts database.
- Keep abreast of security issues, especially those that might impact upon project staff, partners and communities that we work with.
- Perform additional tasks, which are reasonably associated with this post, as required by the East and Central Africa Programme Director.
- Review the DRC security policy and lead its implementation

6. Person Specification

Knowledge

- Person qualified by experience or a post-graduate university degree or the equivalent experience, in a relevant subject area (e.g. conflict transformation, anthropology, sociology, international relations, development studies, international humanitarian law, or a related field) is desirable.
- Knowledge of local languages in north eastern DRC is an added advantage
- Detailed knowledge of north eastern DRC and familiarity with locally-based civil society organisations is required.

Experience

- Proven experience of project management (e.g. project planning, compiling and monitoring budgets, monitoring and evaluation, narrative and financial reporting) and project delivery, with a range of partners.

- Proven experience in working with partner organisations (e.g. capacity building, workshop facilitation) and managing partner relationships.
- Experience and a demonstrable track record of working with youth group in conditions of current or recent conflict in the areas of governance, conflict transformation, community security or public awareness raising.
- Experience of using conflict analysis tools and of dialogue facilitation is desirable.
- Experience of working with donors, preferably the EU, in meeting all aspects of project management requirements
- Demonstrable experience of working with youth in project implementation.

Skills/attributes

- Excellent spoken and written English and French is essential.
- Excellent analytical skills.
- Excellent communication skills and an ability to communicate complex issues effectively to diverse audiences.
- Good knowledge of Microsoft Office including word-processing, spreadsheet, database, and email software skills.
- Appreciation of political and cultural sensitivity, issues of confidentiality, and handling sensitive information with due care.
- Proven ability to manage and prioritise a diverse and demanding workload and meet deadlines.
- Proven ability to construct and manage complex budgets and the associated work-plans (helping partners to do the same) and ensuring the demands of Conciliation Resources and the donors are met.
- Requirement to be self-servicing and have the ability, confidence and resilience to work independently as well as to work as part of a team, and to work collaboratively with a flexible approach to delivering outputs.
- Readiness to work irregular hours on occasions, without a permanent office, and for frequent travel throughout the north eastern DRC, Kinshasa and with occasional international travel, which will mean time away from family and friends.
- An ability to demonstrate a high level of experience in assessing personal security risks and applying organisational procedures, and working in hostile environments.

January 2017