

Job Description: Horn of Africa Project Manager

1. General

Job Title: Horn of Africa Project Manager

Location: London (with frequent travel to the region)

Reporting to: Horn of Africa Programme Director

Duration: Fixed term contract until 31 December 2019

2. Organisational information

Conciliation Resources

Conciliation Resources is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies.

We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

Our 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. The Horn of Africa Project Manager is expected to apply these core values to their work and develop them within the organisation.

Programme Overview - Horn of Africa

Conciliation Resources has been active in the Horn of Africa since 2012. Our work predominantly focuses on Ethiopia and Kenya and to a lesser extent Somalia. The programme is committed to continuing to work in Ethiopia and Kenya as well as cross-cutting themes of promoting peacebuilding and good governance across the Horn of Africa region. We would also like to develop the programme to meet new demands working with new partners in new areas.

3. Job Overview

Line managed by the Horn of Africa Programme Director, the Horn of Africa Project Manager develops and manages our peace and mediation support work in Ethiopia. This includes support to formal negotiation processes, supporting transition to peace work for armed opposition groups, promoting community inclusion and engagement in peace processes, contributing to research and analysis on peace and conflict drivers and dynamics. The post holder is responsible for overseeing the entire project cycle for these activities, including design, planning, implementation, monitoring and evaluation, narrative and financial reporting. They travel frequently to Ethiopia and Kenya, acting as a resource 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 Horn of Africa Programme as a whole, and manages relationships with programme partners, consultants and potentially volunteers. The post is based in London and will involve frequent travel to the region.

4. Specific Tasks and Responsibilities

a. 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 Horn of Africa 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

b. 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 communications deriving from the programme (including written publications, multi-media material, website and intranet entries and other public resources).

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.

c. Policy and analysis

Keep 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 Horn of Africa programme team to ensure delivery of policy messages, analysis and lessons learned to relevant interlocutors, including donors, partners and government officials.

d. 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.

e. Personnel management

Manage consultants and potential interns and volunteers including the conduct of weekly meetings and appraisals.

Ensure that programme staff and consultants adhere to Conciliation Resource's security guidelines in undertaking travel.

f. Fundraising and financial management

Lead on securing funds for the Ethiopia work, in collaboration with the Horn of Africa Programme Director and programme team, by drafting proposals, taking lead responsibility on some applications, and building relationships with 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

g. 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 Ethiopia work.

Produce 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 our databases, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.

Participate in team and other internal meetings or working groups.

h. 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 Horn of Africa Programme Director.

Support organisational learning and skills development on the project including with partners; and conducting learning activities, training and developing accessible and high-quality resources.

Share and facilitate learning and skills development among external practitioners;

Support and manage safeguarding practices both internally and amongst partners in line with organisational practice.

5. Person Specification

Essential knowledge, skills and experience

- Substantial experience of project management including project planning, implementation, monitoring and evaluation and narrative and financial reporting.
- Practical experience of 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 living or working in or on the Horn of Africa region.
- Experience of and sensitivity to communicating with multicultural and diverse audiences (including senior government officials, politicians, opposition groups, national and local NGOs and conflict-affected communities).
- Experience of planning, running, and facilitating effective meetings and workshops.
- Demonstrable experience of preparing, managing and monitoring budgets, local partners' activities and of financial and narrative reporting to donors.
- Experience of developing new project ideas, building relationships with donors and writing proposals and budgets to secure new funds.
- Appreciation of confidentiality, political sensitivity and the complexities of working in a situation of unresolved conflict/political transition.
- Excellent spoken and written English.
- A postgraduate university degree or the equivalent experience, in a relevant subject area (e.g conflict resolution, international relations, development studies, international humanitarian law, or a related field).
- Ability to work irregular hours on occasions and for frequent international travel.

Desirable knowledge, skills and experience

- Knowledge of Ethiopia context and connections with in-country and international stakeholders.
- Knowledge and experience of peace mediation and dialogue processes, including formal track 1 and local community dialogue and reconciliation processes
- Spoken or written knowledge of one of the major languages in the Horn of Africa (Amhara, Somali, Oromo, Arabic)