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| Job Title | Head of Programmes |
| Function | Protection |
| Job Group | Programmes |
| Duty Station | Erbil, Iraq (Kurdistan Region) with frequent travel to Federal Iraq |
| Administrative Line Manager | Head of Mission |
| Line Management Responsibility | Team Leaders |

Nonviolent Peaceforce (NP) envisions a worldwide culture of peace where conflicts within and between communities and nations are managed through nonviolent means. NP is a global civil society organisation that works with people affected by violent conflicts to enhance their security and dignity through unarmed civilian protection (UCP) and by helping to transform the world's response to conflict situations

JOB PURPOSE:

The Head of Programmes (HoP), joins the Head of Mission (HoM) to provide co-leadership for all existing and emerging programmes in Iraq.

The HoP is responsible for ensuring the country programme in Iraq is coherent, well planned, and in line with the NP's global mandate. Together with the CD, the HoP will continually monitor and assess the Iraq programmes to ensure their effectiveness and adherence to agreed programme deliverables, budgets and general commitments. In this context, s/he will provide operational, strategic planning and budget related support and guidance to the programme staff. To implement civilian protection and violence-prevention programming for those affected by violent conflict in Iraq.

KEY OBJECTIVES/RESPONSIBILITIES:

A. Commitment to NP Principles

- a) Demonstrate a commitment to NP's mandate and principles
- b) Maintain a positive image of the organisation full time while in the field
- c) All NP employees are expected to work in accordance with the organisation's guiding principles:
 - Nonviolence
 - Non-partisanship
 - Primacy of local actors
 - Civilian-to-civilian action

These principles and beliefs shall guide our actions and relationships in protecting civilians in violent conflicts through unarmed strategies

B. Program implementation and Management

- Oversee field teams responsible for direct program implementation and line management for project staff
- Provide technical direction to NP team, and ensure high technical quality program implementation
- Coordinate and manage NP project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements
- Provide regular progress reports to HoM, highlighting operational successes and challenges
- Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
- Develop and manage project budget, in cooperation with HoM
- Develop and oversee Monitoring and Evaluation (M&E) efforts and ensure that the program teams are collecting and analysing information to inform programming. In the absence of dedicated staff, develop and roll out M& E tools as needed
- Oversee any technical staff, develop technical tools for program teams and participate actively in relevant technical working groups in country
- Act as budget holder for program budgets and ensure that donor budgets are followed and modified as needed. Engage in budget monitoring process and ensure that forecasting is done promptly and accurately

C. Grants Management and Donor Engagement

- Act, along with Head of Mission, as key communications focal point for donor engagement. Maintain donor relationships and ensure that all communication is professional and timely
- Oversee Grants/Program Development team and ensure that all grants management processes are conducted on time. Ensure the involvement of program staff in grants management processes as needed
- Oversee grant reporting and other donor submissions, including situation updates, context analysis, etc.
- Ensure all donor compliance requirements are being met and coach members of the programs team in order to ensure they are aware of and complying with donor rules

D. Program Development and strategic direction

- Contribute to the development of Country strategies, initiate and participate in the development of relevant NP projects
- Lead on strategic program development, producing new ideas and concepts for UCP work in Iraq
- Engage with donors on new programming, tracking trends in the donor environment and seeking out opportunities for NP in Iraq
- Lead proposal development processes for new programs and required revisions, ensuring the production of high-quality concept notes and proposals
- Engage in NP global program discussion and activities and contribute to the global development of UCP programming
- Act as a member of the Senior Management Team, support the strategic vision of the NP Iraq program

E. Leadership and Management

- Nurture a positive supervisory culture in NPI and support the development and roll-out of policies and procedures as needed
- Coach programs staff on management skills and provide oversight on HR and management issues that arise in the field teams
- Provide regular support and supervision to the line-managed staff, including guidance in formulating individual work plans on a weekly and monthly basis
- In coordination with the CD, facilitate line-managed program staff's performance evaluation based on agreed project work plans and deliverables, and/or job description
- Identify staffing needs within the program team, ensure proper budgeting for needed staff and In coordination with CD, recruit lead hiring and training processes for new program staff
- Ensure capacity building of project staff and transfer key skills
- Support the development of capacity and responsibilities of NP national staff in Iraq

F. Representation and Communication

- Represent Nonviolent Peaceforce in relevant coordination, advocacy, and governmental meetings/fora as needed
- Enhance NP's profile among relevant stakeholders, including with donors, government actors, civil society and other NGOs
- Support programmatic input into relevant advocacy efforts, whether in-country or at a global level

PERSON SPECIFICATION

A. Education, Knowledge and Experience,

- Relevant university degree, preferably at Masters level or equivalent in social sciences, international development or related area of studies
- A minimum of 5 years' relevant international work experience
- Previous experience from working as a manager in a complex emergency context
- Experience from working in complex and volatile contexts
- Demonstrated experience in engagement and building relationship with armed groups, military and with local and national government officials and NGOs
- Demonstrated ability to analyse conflict, security and political contexts
- Proven experience in successful donor fundraising and grant management, including proposal development for institutional donors
- Understanding of conflict and peace building concepts and international human rights and humanitarian law
- A strong understanding of the political and security context in Iraq
- Knowledge about own leadership skills/profile

B. Context/Specific skills

- Fluency in written and spoken English



- Good analytical and communications skills, written and oral
- A positive problem-solving approach
- Enthusiasm to learn and apply new skills
- Good interpersonal and cross-cultural communication and team-working skills
- Ability to work under pressure and under difficult conditions
- Knowledge context in Iraq and the Middle East
- Experience with start-up or expansion of new programmes
- Advanced computer skills, especially in Word, Excel, Power Point and Outlook
- Knowledge of Arabic or Kurdish desirable

For more information about NP and its work, as well as full details of the position and the application process, please go to NP's website: www.nonviolentpeaceforce.org

APPLICATION DEADLINE: 10 February 2019. Due to the urgency of the need to fill the position, qualified candidates who can start immediately will be prioritized. Applications will be accepted and processed on a rolling basis.

Please email your updated CV together with a letter of motivation that tells us why you are interested in this position and how you are ideally suited to this particular position.

Email address is: recruitNPME@nonviolentpeaceforce.org

Only applications those selected for an interview will be personally contacted. Thank you for your interest in Nonviolent Peaceforce.