



JOB DESCRIPTION

Job Title:	Head of Mission
Function:	Management
Job Group:	Senior Leadership
Duty Station:	Erbil, Iraq
Line Manager:	Executive Director
Line Management Responsibility:	Finance Manager, Programme Development Manager, Security Advisor, Programme Manager, Operations Manager

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

Nonviolent Peaceforce has established a programmatic presence in Iraq since 2017. We are looking for a Head of Mission (HoM) who has solid programmatic and financial management experience and experience operating in a complex context to lead the development of NP's area of operations.

You are a strategic, entrepreneurial thinker, with humanitarian experience particularly in civilian protection. You have excellent interpersonal skills and are great at connecting and building trust with people from a wide variety of backgrounds. You are experienced in representing organizations to high-level authorities, donors, with the media and communities. You know how to support successful programming with strong operational and administrative functions. You are a solution-focused, highly creative and tenacious problem solver.

As Head of Mission, you will be a member of the Global Senior Leadership Team where you have the opportunity to contribute to the development of NP worldwide. You are excited to be a key part of a dynamic, challenging and growing organization.

KEY OBJECTIVES/RESPONSIBILITIES:

Strategic development

- Maintain and communicate a coherent strategy for the long term development of the mission based on NP's Strategic Plan and in adherence with NP's core programming;
- Contribute to strategic thinking on NP's potential role in the region, factoring this into NP's strategy for the area of operations.

Programme Implementation & Development

- Accountable for the delivery, effective management and monitoring, evaluation and learning of the programme.
- Co-ordinates with the Programme Development staff to identify new funding sources and negotiate funding opportunities to support programme implementation.
- Ensures that secured donor contracts and income are managed effectively and efficiently in compliance with donor contractual requirements and NP policies and procedures
- Representation and Advocacy and Donor Relations
- Cultivate donor relations to secure funding and ensure NP's positive reputation
- Represent NP in coordination and advocacy fora, with agencies, government officials, UN officials, local government and partners as it relates to the programme
- Provide direction for in-country and regional advocacy work while contributing to NP's global advocacy engagements

Safety and Security

- Responsible for ensuring due diligence through NP's Risk Management Plan, including final decision-making in-country security decisions
- Ensures Situational Analysis, Risk Register and Risk Mitigation Strategies are updated quarterly or more frequently if the in-country context indicates
- Reviews and approves Mission Specific Security Assessment in advance of the team leaving base
- Lead the Country Management Crisis Team in the event of an emergency
- Responsible to report, in real-time, all security incidents to the Executive Director

Financial & Operational Management

- Responsible for maintaining legal compliance in relevant areas of operation
- Accountable for the management and reporting of financial resources and assets.

- Provide budget management oversight, coordinating with program and finance staff to monitor actual expenses as compared to budget, ensuring appropriate burn-rate and making spending decisions appropriate to the needs and the status of the grant
- Provide oversight for approvals for expenses and coordinate with finance to ensure appropriate allocations of shared costs
- Closely monitor potential funding shortfalls with finance/grants management; ensure corrective action undertaken as necessary
- Ensure procurement, logistics, HR and administration processes are implemented by following NP's policies and in compliance with donor contracts

Personnel Management

- Directly manages members of the in-country Senior Management Team (SMT) or equivalent depending on mission size
- Leads recruitment process, proactively ensuring diversity in the workplace in consideration of NP's principles of diversity including gender balance, diverse national and ethnic backgrounds and other identity categories listed in the Employee Handbook
- Communicates appropriately, encourages and develops others, providing feedback and adapting leadership style to bring about successful outcomes.
- Leads in-country staff welfare committee, provides a feedback mechanism for all personnel, and feeds into the global staff welfare development process

Commitment to NP Principles

- Demonstrate a commitment to NP's mandate and principles
- Maintain a positive image of the organisation full time while in the field
- All NP employees are expected to work per 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

Other

- Serve as an active participant in NP's global Senior Management Team
- Any other tasks as delegated by the line manager

QUALIFICATIONS AND COMPETENCIES:

A. Education, Knowledge and Experience

- Relevant university degree or higher education, preferably in management, social sciences or international development; or equivalent professional experience
- Minimum seven years of leadership and management experience;
- Previous experience working as a senior manager in a complex emergency context, including security management experience
- Demonstrated experience working with state and local, civil and armed actors
- Demonstrated ability to live, work and solve problems independently and effectively in remote, highly challenging locations
- Proven communication and interpersonal skills;
- Demonstrated ability to analyse conflict, security and political contexts

B. Skills

Independent Judgment/Analytical: Ability to set priorities, solve problems and analyse data Ability to manage information with discretion Demonstrable conflict analysis skills, identify entry points and design prevention and protection strategies Able to work under pressure, independently and with limited supervision;

Interpersonal: Result oriented and problem solving Ability to communicate effectively with individuals and motivate and provide leadership to team and to work in a multi-cultural environment Solutions focused, creative problem solver Proven ability to build relationships with the full range of actors including government, chiefs, military, police and non-state actors Genuine commitment and interest in living and working at the community level Flexibility and adaptability; able to cope with a changing environment, both on a professional and a personal level;

Language: Fluency in English required. Knowledge of Arabic an asset

Information Technology: Good skills in Microsoft Office applications. Hardware IT skills an asset

C. Other Specialized Requirements

- This position will have to travel to field sites, including locations with limited access to communications
- NP missions are often in a complex security environment where conditions change rapidly; ability to manage in insecure environments is essential to success in this position

HOW TO APPLY:

- Qualified candidates meeting the above requirements are requested to send an application comprising a detailed CV (maximum 2 pages) and a one page cover letter to:
recruit@nonviolentpeaceforce.org
- Please state in the subject line of the email: **“Head of Mission- Iraq”**.
- The closing date for applications is **Thursday, 5 September 2019**.