

<b>Job Title:</b>	Global Director of Programmes
<b>Function:</b>	Global Programme Oversight
<b>Job Group:</b>	Senior Leadership
<b>Duty Station:</b>	Geneva, Switzerland (HQ)
<b>Expected Travel:</b>	Extensive travel between HQ and field programmes
<b>Line Manager:</b>	Executive Director
<b>Line Management Responsibility:</b>	Heads of Mission, other program staff as needed

**Nonviolent Peaceforce (NP) is a dynamic, international non-governmental organization. We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath through the implementation of unarmed civilian protection programming.**

NP is seeking a Global Director of Programs (DoP) to provide leadership on NP’s global programmatic strategy, contributing to the development of new streams of programming, and to provide functional oversight for NP’s current field programmes. This is a wide-ranging position that encompasses responsibilities that range between day-to-day management and big-picture strategy work. The DoP is a member of the NP’s global Senior Leadership Team and serves as one of two deputies to the Executive Director.

## **Job Responsibilities**

### **Leadership**

- Directly supervise for Heads of Missions (HoM), including day-to-day management as well as long-term performance management and development.
- Support HoMs with performance management in the country programs and ensure that NP’s global HR policies meet the needs in the field and are being followed.
- Ensure all NP’s policies and procedures are adhered to, including Code of Conduct and safeguarding policies, and provide support to HoMs on robust implementation of such policies.
- Serve as a key member of the global Senior Management Team and provide regular support to the Executive Director in her/his role.
- Represents the needs of the country programs within NP’s Head Office and works with support functions to ensure appropriate support and trouble-shooting for all NP field programs.

### **Program and Operational Oversight**

- Provide oversight on NP’s program implementation, including program quality and operational issues. Provide troubleshooting and guidance to in-country Senior Management Teams to identify and address any issues that arise.
- Lead in-country strategic planning processes with Heads of Missions, ensuring that they are in-line with global strategic planning.
- Support HQ finance team to ensure appropriate budget monitoring and systems in country programs are in place and used.
- Oversee global risk management processes and procedures to ensure that in-country teams appropriately manage risk in the country.
- Work to ensure that there is effective cross-pollination of programmatic components between

different country programs.

- Lead the Global Programme Team and any other technical committees in order to improve the quality of NP's unarmed civilian protection work.

#### **Donor Representation and Fundraising**

- Ensure that all NP country programs maintain effective donor compliance systems and provide regular support to ensure compliance.
- Strengthen NP's existing grants management procedures and ensure that all country programs are managing their grant portfolio effectively.
- Review all donor submissions and ensure that they meet required quality standards and are in-line with NP's mandate and strategy.
- Identify opportunities for programme funding at the regional and global levels along relevant thematic or geographic lines.
- Engage in global representation with NP's institutional donors, developing NP's identity of a key protection partner for the donor community.

#### **New Program Development**

- Lead in identifying opportunities for new program development, and in developing long-term relationships with relevant institutions, including potential donors, partners and others.
- Take the lead on new program and proposal development and submission.
- When needed, provide direct support for start-up of new country programs, including leading programme start-up teams' in-country when necessary.

#### **Global Representation**

- Represent NP with a scope of stakeholders including donors, the general public, academic institutions, policymakers and in advocacy fora as needed, strengthening NP's role as a recognized leader and global expert on unarmed civilian protection.
- To serve as "director in charge" when the Executive Director is unavailable.

#### **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 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

#### **Required Qualifications:**

- Minimum of 7 years of field experience in humanitarian protection, conflict prevention, peacebuilding or related programming including in a complex emergency and active conflict contexts.
- Minimum of 5 years in field programme senior management i.e. Country Director, Head of Mission, Regional Director Position or equivalent.
- Strong leadership skills, experience working with diverse teams, and demonstrated capacity to facilitate an inclusive work environment.
- Experience with remote management of geographically diverse teams.

- Wide-ranging experience with institutional donors; relationships implementing effective donor compliance mechanisms and successful proposal development.
- Experience in high-level representation and the ability to professionally represent an organization in a range of settings.

**Desired Qualifications:**

- Experience with unarmed civilian protection programming.
- Experience in-country program start-up.
- Experience in developing operational systems to support organizational growth, particularly in the context of small to medium-sized organizations.