

Job Title:	Group Head of Programming
Function:	Programme Development
Job Group:	Programme Management
Duty Station:	Geneva
Administrative Line Manager:	Executive Director
Line Management Responsibility:	Programme Officer, Intern

JOB PURPOSE

ABOUT US:

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 implements programming through the deployment of civilian protection teams to the field and is continuing to scale up to meet the growing needs in the communities we serve. Programming is founded on unarmed civilian protection and is thematically focused on protection in displacement, child protection, gender-based violence protection and inter-communal violence reduction.

ABOUT YOU:

You will provide overall leadership for NP's programmatic work across programme implementation locations. You will ensure that high standards are consistently embedded in international programmes, working closely with programme leaders in different countries to ensure compliance and that local programme development and implementation is effectively aligned to NP's global strategy. This is a high-profile role that will see you establishing key relationships with senior stakeholders in the sector, advocating for global community of practice and playing a key role in NP's executive leadership team.

You are someone with a passion and demonstrated leadership in developing, implementing, and evaluating unarmed civilian protection (UCP) programming. You will have strong field experience in conflict and complex emergency settings, including as head/director of programme and/or Country Director or equivalent level.

You will be a member of the global Senior Management Team and the Executive Leadership Team contributing to global projects and working closely with the Executive Director on the development of NP.

KEY OBJECTIVES / RESPONSIBILITIES

A. Leadership

- Provide overall leadership of NP's unarmed civilian protection programming (UCP) in country programme locations
- Providing technical line management for senior programme staff in operational locations
- Responsible for developing and managing the evolving global programme technical support team which will provide expert technical advice and quality assurance of NP's programmes, in addition to providing external support to partners.
- Provide leadership for the implementation of the programmatic elements of NP's 5-year strategic plan
- Serve as staff focal point for the Programme, Partnership and Advocacy Committee (PPAC) of NP's Board of Directors

B. Program Quality and Impact

- Ensure programmes are delivered in service of maximizing impact and building the UCP community of practice
- Ensure compliance with, and support the development and strengthening of NP's' procedures and policies
- Ensure the appropriate involvement and participation of those most impacted by violence in the programmatic work of each country.
- Provide leadership to in-country strategic planning processes ensuring that they are in-line with global strategic planning.
- Facilitate effective cross-pollination of programmatic components between different country programs.
- Lead the Global Programme Team and any other technical committees to improve the quality and impact of programming

C. Donor Representation and Fundraising

- Ensure that country programs maintain effective donor compliance systems and provide regular support to ensure compliance.
- Strengthen existing grants management procedures and ensure that all country programs are managing their grant portfolio effectively.
- Ensure HQ level review of donor submissions and monitoring for 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 institutional donors, developing NP's identity of a key protection partner for the donor community.
- Contribute to relationships with stakeholders across the UCP field of practice and strategically positioning in the humanitarian protection sector

D. New Programme Development

- Identify opportunities for new programme development, and in developing long-term relationships with relevant institutions, including potential donors, partners, and others.
- Take the lead on new programme 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.
- Support establishment of NP's presence in new regions and countries, and working to develop new thematic and core competencies

E. Global Representation

- Represent NP with scope of stakeholders including donors, public, academic institutions, policy makers and in advocacy fora as needed, strengthening NP's role as a recognized leader and global expert on unarmed civilian protection.
- Serve as director in charge or alternate representative when the Executive Director is unavailable.

QUALIFICATIONS AND COMPETENCES :

A. Education, Knowledge, skills and Experience

- Minimum of ten (10) years of field experience in humanitarian protection, conflict prevention, peacebuilding or related programming in complex emergency and active conflict contexts.
- Minimum of seven (7) years in senior unarmed civilian protection leadership
- Demonstrable 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.
- Fluency in English communication, including professional level writing skills

B. Desired Qualifications:

- Experience in country programme start-up
- Experience in developing operational systems to support organizational growth, particularly in the context of small to medium sized organizations

HOW TO APPLY:

- Candidates meeting the above requirements are requested to visit our website <https://nonviolentpeaceforce.org/about/work-with-us> to download and complete the NP Application to accompany your CV (max. 2 pages) and cover letter (max. 1 page). Incomplete applications will not be considered.
- The closing date for applications is **Tuesday, 11 May 2021**
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment and if successful, participate in an interview process.

SPECIAL NOTICE:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries, and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.