

Peace Process Support Expert and Programme Manager

Position description

Inclusive Peace is looking for an experienced Peace Process Support Expert and Programme Manager in support of our evidence-based advice to peace and political transition processes. We are looking for an ambitious and dynamic doer, networker, and conceptual thinker who is ready to provide expert support to our national and international partners in different country processes, and also manages and oversees this work. We are interested in a candidate with field experience in process facilitation, mediation, inclusive peacemaking, strategy advice, and capacity building who has been engaged in this line of work and is highly motivated to expand her/his knowledge base and combining existing experiences in peace process support by working with comparative research evidence.

Activity rate

(FTE) 100 %

Period of Contract

Indefinite-term contract

Duty station

Remote work (eligible time zones: CET +/- 3 hours; operational in the Middle East, African, and European time zones)

Salary

We offer an internationally competitive salary and HR package, oriented along national standards and personal situation.

Starting date

Immediate

Supervisor

Executive Director

Application deadline

7 May 2021

About Inclusive Peace and our Peace Process Support Work

Inclusive Peace is a think and do tank headquartered in Geneva/Switzerland with a global focus and reach, strong oversight and governance, and a lean, flexible, and decentralised operational structure. Our three main areas of work are: in-country process support; knowledge generation and transfer; and agenda setting. We collaborate with national and international partners in peace process support with a focus on inclusive designs and sustainable outcomes. More information can be found at www.inclusivepeace.org. Our peace process support takes place at strategic political times and ranges from accompanying individual actors to supporting comprehensive peace processes with several parties involved. We primarily work at the track one and track levels. Our engagement is flexible and always adapted to the requirements of specific contexts. We do not build up large in-country presence but work through partnerships. We also provide ad hoc advice to governments, UN agencies, and civil society groups through a helpdesk service.

Responsibilities

Peace Process Support

- In collaboration with and under the supervision of Inclusive Peace's Executive Director, carry out all aspects of Inclusive Peace's work on peace process support and political transitions and reform processes.
- Provide direct advice to our partners by preparing and delivering evidence-based options for action, and strategic capacity building to actors from civil society, governments, armed groups, international and regional organizations; this work will be supported by the research team.
- Develop evidence-based input papers for use in policy and practice of ongoing peace processes in cooperation with the research team.
- Other drafting needs, including concept notes, meeting reports, as required.
- Conduct background research and provide analysis in cooperation with the research team; coordinate with Inclusive Peace's research team regarding needs from stand-by research expertise.
- Engage with partners, national stakeholders, MFAs, embassies, regional and international organisations; represent Inclusive Peace in public and closed-door events and meetings, and vis-à-vis the media, as necessary.
- The undertaking of these duties will require travel to conflict-affected areas.

Project Management & Administration

- Track project milestones and deliverables in cooperation with our administration and finance team.
- Take charge of project management and administration as substance-lead and supported by our administrative support team.
- Take the lead on narrative reporting.
- Develop concept notes and project proposals for donor applications.

Candidate profile

The successful candidate:

- Is an experienced peace process support expert with 7 to 10 (or more) years of experience from multiple processes with a focus on process design, capacity building, strategy facilitation, and mediation including working towards inclusive and sustainable outcomes.
- Is able to navigate the national and international political environments around these processes, both in-country and globally; this includes a comprehensive knowledge of normative frameworks, e.g. UN Security Council and UN General Assembly resolutions and how to link them to in-country processes.
- Is soundly academically trained and proficiently qualified in applying comparative approaches – both methodologically and experientially (with support from our research team).
- Has operational experience from different processes to draw on, but can do so with a creative mind-set, applying fresh out of the box thinking to every individual process.
- Has solid experience in developing impact frameworks, project management, donor relations, and reporting.
- Has worked for one or more peer peace process support organizations, and/or in diplomatic positions within government, the UN, or other international or regional organizations.
- Has a substantial institutional and personal network in the mediation/peace process field and is familiar with the key developments in the field, including policy developments.
- Can react to demands in real time and can equally apply and utilize evidence with support of the research team.
- Has a strong understanding of the peacebuilding architecture and a willingness to push for innovative changes in approaches to peace processes.
- Is simultaneously proactive and humble, capable of both driving a process and working from the “back-seat”, putting the needs of the process and its stakeholders at the centre of all peace process support work.
- Languages: proficiency in English is essential; proficiency in French or another UN language will be considered strong assets.

Application Process

Please send your application comprising a 1-page cover letter, CV, and the email addresses of 2 referees to jobs@inclusivepeace.org. If we require additional certification or information, we will contact you.

Please only submit an application if you fulfil all the above requirements and are able to work in a time zone that is within CET plus or minus 3 hours. Only candidates who satisfy the criteria outlined above will be considered. Please note that only shortlisted candidates will be contacted. Candidates from the Global South strongly encouraged to apply.