

Head of Programmes

POSITION DESCRIPTION:

The Head of Programmes reports to the Executive Director and is part of the Senior Management Team (SMT). The Head of Programmes is responsible for the daily operational management of Inclusive Peace. S/he also supports the strategic organisational development of the Association together with the SMT and the Executive Committee, notably to develop organisation-wide management capacity. S/he coordinates the interplay between the Operations Officer, our external Admin and Finance team, and project leads in Inclusive Peace's Peace Process Support; Research; and Communications teams.

Activity rate: 70 - 100% full time equivalent (depending on experience, skill-set, and personal situation).

Period of contract: Open-ended contract.

Duty station: Remote work, with occasional travel requirements.

Salary: We offer an internationally competitive salary and HR package, oriented along national standards and the post-holder's level of experience.

Application deadline: 30 August 2022, 23h59 CEST.

ABOUT INCLUSIVE PEACE:

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 peace process support, research, 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 <https://www.inclusivepeace.org/about-us/>

RESPONSIBILITIES:

Operational Management

- Support development, implementation, monitoring, and reporting across Inclusive Peace's entire portfolio (core, programmes, projects, service contracts), with a focus on operational and financial capacity, administration, finance, and accountability;
- Coordinate strategic and operational oversight of all Inclusive Peace programmes and projects over the entire project cycle, including strategic fundraising cycles;
- Support and sign off budget and contract development for all projects in coordination with the SMT;
- Operational and financial monitoring, supported by the Operations Officer and the Admin and Finance team, including oversight of annual and end of project donor reporting (core and project portfolio);

- Continuous management of Inclusive Peace’s operational capacities (finance and staff) for project implementation (involving time-record monitoring; planning and allocation of funds, including in the interplay with Inclusive Peace’s core programme and budget);
- Prepare regular reports, presentations, and options for strategic and operational decision-making to the SMT and Inclusive Peace’s Executive Committee in appropriate frequency (monthly - annually).

Organisational and Business Development

Management instruments: ongoing development into procedures, roll-out and application, and anchoring in Inclusive Peace’s induction process, including:

- Maintenance and implementation of Inclusive Peace’s internal “Governance and Policies for the Association”, “Office Management Manual”, and “Accountability Matrix”;
- Facilitate organisation-wide processes related to strengthening approaches to Monitoring, Evaluation, Accountability, and Learning (MEAL), in close coordination with in-house thematic teams (Peace Process Support; Research; Communications).

Strategy and Programming:

- As a member of the SMT, actively help to shape and implement the strategy of the Association;
- Help to operationalise Inclusive Peace’s annual programme, including development, monitoring, and adjustment of annual budget and expenses;

Strategic Donor Relations:

- Identify new donors and partners and regularly build and maintain existing relationships with selected donors and relevant networks;
- External representation of Inclusive Peace, including fundraising pitches and establishment of new donor-partnerships;
- Support fundraising efforts of other colleagues.

Institutional Management Responsibilities

General Finance and Admin Oversight: With support from the Admin and Finance team and the Operations Officer, constantly monitor and analyse Inclusive Peace’s dashboards for organisational and operational budgets, cash planning, forecasts, and annual balance.

Staff management

- Line management of the Operations Officer and selected staff as delegated by the Executive Director;
- In coordination with SMT, delegate project management authorities and capacities to individual project leads where applicable and provide oversight of diligence standards and best practices;
- Oversee recruitment/remuneration and onboarding of new staff, and oversee induction and handover processes;
- Manage contracting and monitoring of external consultants and service providers;
- Monitor scheduling and performance of staff-appraisals with line-managers and their staff;
- Plan and manage staff salaries and consultant’s remuneration across the organisation’s operational portfolio .

Contributions to substance work

The incumbent is expected to be familiar with the substance (or any specialised part of) our peacemaking/peacebuilding work. S/he is thus expected to lead or collaborate on the conceptualisation of Inclusive Peace's projects depending on interest and background.

CANDIDATE PROFILE:

The successful candidate will have management responsibility of no less than 5 years (i.e. more than 10 years' minimum total career experience) managing teams with 8 or more collaborators in a think-tank, INGO or substantive advisory contexts, ideally in peacemaking/peacebuilding or related fields like policy, environmental/climate, development. S/he will bring in creativity and enthusiasm for the organisational development of a still-young but growing think and do tank in the peacemaking/peacebuilding field, to create and implement policies and procedures that are fit for purpose. Experience in and passion for a start-up context will be a strong asset.

To be successful in this role, the skills, qualifications, and experience listed in the job description are important, but we believe that to be great in this job you are likely, first and foremost, to combine a grasp of the big picture of our peacemaking/peacebuilding sector and the operational elements and how they fit together, and on this basis, you will be able to drive forward strategy and manage change.

The successful candidate will have solid experience in managing a portfolio comprising multiple contracts funded by a diverse mix of state and non-state donors, including knowledge about their strategies and accountability mechanisms. S/he will generate trust and confidence among their colleagues and build the kind of relationships (both internally and externally) that will promote cooperation and constructively ensure compliance and sustained funding. S/he is analytical and can present complex financial information, tools, and concepts in an accessible way, both to finance/non-finance staff.

APPLICATION PROCESS:

Please send your application comprising a 1-page cover letter, CV, and the email addresses of two referees to jobs@inclusivepeace.org (deadline: 30 August 2022, 23h59 CEST). If we require additional certification or information, we will contact you.

Only candidates who satisfy the criteria outlined above will be considered. Please note that only shortlisted candidates will be contacted.