



JOB DESCRIPTION

Job Title	Regional Director, Eurasia
Reports to	Director of Programmes
Management Responsibility	Responsible for approximately 30 staff and consultants and £3m portfolio. Line management of Kyrgyzstan, Pakistan and Tajikistan Country Representatives, Caucasus Regional Manager, and the regional support team.
Job location	London (UK), the Hague (Netherlands), Kiev (Ukraine), Bishkek (Kyrgyzstan) or Dushanbe (Tajikistan)
Grade	2A
Contract Duration	Permanent

Job Purpose
<p>The Regional Director, Eurasia leads and manages our work across Europe, the Caucasus, Central Asia and Pakistan, ensuring our work:</p> <ul style="list-style-type: none"> • is designed, implemented and evaluated with a discernible impact on peace • staffed by talented and motivated people • viable, based on a sound strategy • funded to allow programme sustainability and growth • manages resources well, with due regard for the values, ethics and compliance criteria of International Alert, our partners, donors and other stakeholders. <p>The postholder acts as an organisational leader and an integral part of Alert's overall Global Leadership Team ensuring collaborations and learning across teams.</p>
Duties and Responsibilities
<p>1. Provide vision and strategic leadership for the Eurasia programme, to guide, motivate and monitor staff and ensure the programme is integrated well with other parts of Alert and is viable as a business unit within Alert</p> <ul style="list-style-type: none"> • Working within the organisational strategic guidance such as the Resilience Plan, programming framework, the organisational strategy, the resource allocation model and major core grants, create, deliver and as necessary renew a multi-year strategy for the Eurasia portfolio; • Motivate the Eurasia team in support of the vision and strategy, ensuring that all our work is delivering against organisational priorities and building peace effectively; • Develop annual programme-wide work plans, monitor and adjust these during the year, and report against the plans, with a focus on results, learning, impact and viability; • Ensure that all the country teams within the Eurasia Programme develop their strategies and plans with a focus on results, learning, impact and viability; • Consolidate Alert's work and impact for peace in the countries where we currently work: south Caucasus region, Kyrgyzstan, Pakistan, Tajikistan, Ukraine.

- As appropriate, develop programming in new countries;
- Maintain a culture of good communication within the programme, so decisions are made and information shared in a timely way with the right degree of participation;
- Involve others outside the programme in developing ideas and plans, and ensure that plans are communicated clearly to the rest of Alert; take steps so the programme is involved in and aware of the plans and ideas of other parts of Alert such as other regions and the Peacebuilding Advisory Unit;
- Keep Alert's Executive Team informed about progress and challenges, working closely with the Director of Programmes.

2. Ensure staffing needs are met, in a structure which enables high quality outputs

- Structure the programme to enable impact, delegation (where appropriate), initiative, efficiency, viability and accountability;
- Ensure the team contains the right mix of talents, knowledge and skills, recruiting as necessary;
- Supervise senior staff directly, and ensure the management of all staff within the programme, following Alert performance management policies;
- Ensure that staff have clear roles, work plans and goals; and that teams are formed and managed effectively when needed, to achieve specific objectives;
- Provide opportunities for staff to learn and develop; and monitor staff's progress in capacity, knowledge and insight as much as in performance and skill;
- Help staff anticipate and resolve problems that may arise;
- Hold staff accountable for responding to the requirements and demands of functional leaders, in Advocacy and Communications, Finance, HR, Impact and Learning, Operations, Peacebuilding Advisory Unit (PAU), and mediate these relationships.

3. Ensure effective management of Eurasia projects and interventions

- Ensure new projects are designed with rigour, especially with a view to relevance, impact, evaluation and shared cost recovery;
- Lead and participate in advocacy relating to peace and conflict issues in Alert's countries of operation within the portfolio, in collaboration with others;
- Initiate interventions at the global and regional level to amplify overall impact and ensure Alert's work is innovative and effective, achieving wider influence;
- Ensure country programmes and other management components are assisted as needed with operational issues e.g. dealing with political sensitivity, registration;
- Broker relationships with other parts of Alert to ensure conceptual and operational integration. In particular ensure we are mainstreaming conflict and gender sensitivity within our work and that of our partners;
- Reach out to new partners and collaborators and ensure the effective management and implementation of external programme partnerships. In particular developing partnerships of equality and respect is key to our new strategy;
- Ensure that activities are implemented with due regard for plans, deadlines and quality, and are monitored and evaluated to learn lessons about their effectiveness and impact; foster a culture that values and seeks to measure impact;
- Directly participate in the delivery of activities or consulting assignments as necessary;
- Ensure that projects are functioning effectively and in compliance with the expectations, norms and standards of Alert, its donors and other relevant stakeholders, and are adequately supported by Alert colleagues;
- Ensure that donor reports provide a clear narrative of activities, impact and lessons learned, and are submitted on time;
- Ensure a high level of financial and administrative management and accountability in line with Alert's and other relevant requirements;
- Work with colleagues to develop and update as necessary an annual working budget (currently approximately £3 million), and to monitor financial performance;
- Manage the programme budget proactively;
- Ensure that effective systems for financial reporting on grants and contracts are in place and in use;

<ul style="list-style-type: none"> • Ensure that programme funds are spent in compliance with Alert policies, donor budgets and any other stipulations – including funds passed to partners; • Ensure country programmes update their security analysis and planning regularly; • Ensure the programme’s finance and administrative systems and procedures are of high quality and compliant with requirements of Alert, donors and relevant laws; • Ensure that the programme is up to date on legal issues in all operating environments. <p>4. Raise funds to sustain and grow Alert’s work in the regions within the Eurasia portfolio</p> <ul style="list-style-type: none"> • Devise and implement business and fundraising plans aligned with the organisational fundraising strategy, and focus design and fund-raising efforts to achieve these, in particular supporting country managers to raise funds; • Build design, proposal writing and fundraising capacity across the programme, helping the team diversify sources of income including undertaking consultancies and winning commercial contracts; • Help identify specific project ideas, lead and/or support the development of project proposals; approve proposals being submitted to donors and negotiate contract terms; • Build relationships with existing and potential new donors, clients and contractors • Track funding pipeline against plans and adjust plans accordingly; • Support efforts within the regions and across the organisation to tap in to major giving and donations from corporations, trust and foundations and high-net-worth individuals. <p>5. Represent Alert, and play a leadership role within the organisation</p> <ul style="list-style-type: none"> • Actively participate in the Global Leadership Team and other Alert teams as appropriate; • Represent Alert and its messages externally, and support other programme staff to do so; • Ensure Alert Eurasia programme team participates actively in external networking, advocacy and influencing; • Play a supportive and hands-on role in advocacy on strategic peacebuilding issues, and where appropriate involve other colleagues; • Provide regular internal reports, with an emphasis on impact, telling the stories about building peace in countries in the portfolio that will inspire and engage others – actively contributing to organisational drive on impact, learning and knowledge management; • Contribute to the wider development of Alert, through engagement in strategy and policy development, cross-programme communication, management training, staff development and external communications.
Travel requirements
The role involves frequent travel to the contexts in which we work, as well as occasional visits to European and north American capitals.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talents
<p>At Alert, we have introduced Talent Management, as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles.</p> <p>For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to have a talent for leading and supporting a diverse team to identify and deliver on the most critical strategic and practical</p>

priorities, maintaining a judicious balance between strategic leadership and operational management. You will also have an entrepreneurial talent for seeking and seizing opportunities for programme growth.

This is what we will be looking for above all else.

Substantial experience of implementing peacebuilding, humanitarian or development programming in conflict-affected contexts.
Sound knowledge of conflict context, trends and dynamics in at least one of Europe, Caucasus, Central Asia and Pakistan.
Strong understanding of conflict and peacebuilding theory and practice.
Substantial programme management experience, including programme strategy and design, implementation, compliance, monitoring and evaluation.
Senior management experience, including remote management of teams dispersed across a region, providing inclusive and inspirational leadership.
Experience undertaking strategic planning and leading teams through change.
Substantial experience of financial management, including overseeing complex budgets of at least £1m.
Excellent understanding of the current international development funding environment and experience of successful fundraising from institutional and non-institutional donors.
A proven collaborator, with strong networks with governments, funders, civil society and other relevant actors.
A track record of thinking strategically: ability to analyse context and identify strategic ways forward, using a variety of lenses including societal and political
Compelling communicator in writing and in person in English and ideally in Russian.
Ability and willingness to travel to and within countries affected by violent conflict.
Strong emotional intelligence and self-awareness.
Existing right to work in the country in which you intend to be based (Kyrgyzstan, the Netherlands, Tajikistan, UK or Ukraine).