**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Chief of Party (COP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Peacebuilding Portfolio Manager</td>
</tr>
<tr>
<td>Direct Management Responsibility</td>
<td>3 National staff</td>
</tr>
<tr>
<td>Job location</td>
<td>Bukavu, DRC with frequent travel to Goma, Fizi, Shabunda, Kalehe, Bunia, Mambasa, Mahagi, and Kigali</td>
</tr>
<tr>
<td>Type of position</td>
<td>International or National</td>
</tr>
<tr>
<td>Grade and level</td>
<td>Competitive salary package</td>
</tr>
<tr>
<td>Contract Duration</td>
<td>1 year with possibility of renewal (project length is 4 years)</td>
</tr>
</tbody>
</table>

**Project Summary: Improving security, social cohesion, and human rights in conflict mineral rich regions of Eastern DRC**

The main goal of the project is to strengthen regional stability in the Great Lakes with the following two specific objectives:

- Reduced levels of violent conflict and improved security in targeted red 3T and gold mines of South Kivu and Ituri
- Improved regional security and stability through cleaner chains, more effective governance of mineral chains at all levels

**Job Purpose**

The Chief of Party (COP) is the project representative on location responsible for daily direction, oversight, and implementation of a project’s activities and achievement of goals. The COP directly supports the partners, regularly communicates with the Peacebuilding Portfolio Manager (PBPM) and the Project Management Team to coordinate project implementation and ensures that excellent project deliverables are completed on time and within budget. This position is an integral, dedicated, part of the International Alert project team operating under the overall technical supervision of the Peacebuilding Portfolio Manager.

The COP will be responsible for the overall implementation of the project; he will be the main focal point with the EKN (Dutch Embassy), will manage and monitor the budget, the workplan and the progress of the project towards its intended results. He/she will take the lead on reporting and on coordination across the consortium partners and components of the project. The COP will travel regularly to Bunia to supervise the sub-team based there and will also frequently travel to regional centres for national and regional level advocacy – for example Kinshasa, Kigali, Bujumbura. Some advocacy activities will take place in Europe and therefore international travel will be required.

The COP will be supported by a team of one senior project officer, one senior Advocacy and Influencing Officer and three project officers.

More specific responsibilities are detailed below:

**Duties and Responsibilities**

1. **Strategic Engagement**
• Closely monitors political, security, economic and social dynamics likely to have an impact on peace and programming activities at the national and regional levels, and share them through regular exchanges and monthly notes with the Program Manager.
• Ensures practical relationship building with consortium partners.
• Contributes to the development, definition, and ongoing evolution of the organization’s program strategy especially the strategies elaborated in the project.
• Engages with consortium partners to secure their ongoing commitment and delivery of mutually agreed peacebuilding activities.

2. Donor Relations (EKN) AND Representation
• Contact person for the EKN on behalf of the consortium, responsible for coordination of the consortium.
• Maintains two-way communication throughout the project with EKN, team, and other relevant project organizations.
• Controls/influences messages and communications related to the project.
• Ensures the political engagement and advocacy with key actors involved in mining activities in the Eastern DRC, national, regional, and international level in collaboration with the Senior Advocacy and Influencing Officer.
• Represents Alert’s interests, promoting the project among key stakeholders/beneficiaries, professional groups, and other relevant people.

3. Contract, Risk Management
• Represents Alert by protecting its contractual interests and executes the contract in compliance with contract provisions.
• Manages procurement, inventory, and general logistics in collaboration with the administration and logistics team.
• Ensures all reporting obligations on project activities and outputs are completed and submitted on schedule and to the standards required.

4. Innovative Management
• Accountable for effective implementation and compliance of project activities in DRC in accordance with Finance, Procurement, HR and other policies and procedures as required by grant or contract agreements.
• Coordinates the project annual planning and budgeting processes as per organizational guidelines and local context with consortium partners.
• Collaborate with project finance team and country finance manager to ensure close monitoring of budget burn rates and support the timely development and submission of budget revisions when necessary.
• Ensures that consortium partners’ requests for fund transfers and activity implementation receive the organization’s feedback and timely follow-up.
• Ensures integration of community approaches, conflict sensitivity, and gender sensitivity, inclusion, and capacity building into all activities as appropriate including project beneficiaries’ identification.
• In collaboration with project M&E Officer ensures monitoring and evaluation of project indicators, knowledge management activities, and advise changes in program direction and focus as needed.

• Provides strategic guidance, leadership, and overarching management to consortium team to ensure effective coordination and convergence.
• Evaluates performance and carries out regular check-ins in line with Alert’s People HR system.
• Motivates staff to perform effectively toward project objectives, through communication, team-building incentives, and responsiveness.

5. Contribute to wider organizational goals within Alert
• Participates actively in the management processes of the DRC team, including team meetings, sharing of information, context analysis, and strategy development.
• Participates and contributes to other Africa Program activities and events in the Great Lakes and beyond, including regional meetings. Promotes cross-learning and helps create linkages between different country programs.
• Stays up to date with and participates in wider organizational discussions and processes e.g. by attendance in Senior Management Team meetings, strategic thinking sessions, the development and pursuit of thematic programming, etc.
• Contributes to advocacy, communications and networking activities, as and when necessary.

Travel requirements
Within the DRC, regular travel to the main operational project offices located in Goma and Bukavu, project areas (Bukavu, Fizi, Shabunda, Kalehe, Bunia, Mambasa and Mahagi, Kigali) and possibly elsewhere.
Occasional regional and international travel to participate in advocacy events and to take part in Alert’s annual meetings.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talents

At Alert, we have introduced Talent Management to our business model 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. 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 analysing and understanding complex political processes, presenting (verbally and in writing) complex ideas in a clear, engaging and accessible way and influencing individual and institutional thinking, attitudes and approaches.
This is what we will be looking for above all else.

Advanced degree (MA) in international relations, political science, development, management, or relevant field

7-10 years of professional experience in programme management (strategy, planning, reflection, implementation, monitoring, evaluation) and in the management of complex grants

Several years of field experience in conflict affected contexts including in the DRC or the Great Lakes region

Proven experience in the fields of peacebuilding (social cohesion, conflict research, analysis security governance, natural resources management, and/or development)

Proven experience in management of complex projects in consortia and with several international and local parties

Experience of political engagement, influencing, networking, and communications on peacebuilding, and/or development issues in Africa
Proven ability to communicate, negotiate and work with high level executives and government officials

Demonstrates effectiveness and strong experience with short and long-term planning; financial, personnel and program management

Responsiveness, and ability to handle stressful situations and intense work periods

Ability to work independently, and with teams being based in remote locations

Strong commitment to International Alert’s mission and values

Ability to work in a multicultural environment successfully and to demonstrate gender responsive and non-discriminatory behaviour and attitudes

Innovative, critical thinker with extensive problem-solving skills

Excellent computer literacy and use of software packages (Word, Excel)

Strong writing and communications skills in English and French are required. Kiswahili and Lingala are an added advantage

### DESIRABLE REQUIREMENTS

- Knowledge of mining projects in the Great Lakes region
- Advanced knowledge and experience of project cycle management including using project planning and management tools
- Knowledge of current thinking on peacebuilding issues and methods; and demonstrable ability to anticipate emerging needs and integrate them swiftly into priority programme setting
- Knowledge of gender and conflict sensitive approaches