**JOB DESCRIPTION**

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| **Job Title** | **Programmes Manager – peace and conflict sensitivity, Central Asia** |
| **Reports to** | **Country Director, Central Asia** |
| **Management Responsibility** | **Projects Officer(s), Field Staff, Consultants** |
| **Job location** | **Bishkek or Dushanbe, includes travel to project sites and in Central Asia** |
| **Grade** | **2** |
| **Contract Duration** | **One year, with possibility of extension** |

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| **Job Purpose** |
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| **Duties and Responsibilities** |
| **1. Programmes and Projects Management**   * Responsible for overall effective, efficient and quality management, implementation, and coordination of the Gender, Climate Change and Conflict Sensativity projects in Central Asia. * Oversee our work supporting gender, climate change and conflict sensitivity * Ensure timely and quality project reporting (narrative and financial) including from project partners; * Oversee the regular training sessions and awareneness raising community initiatives through coordinating with all project participants in coordination with other Alert technical staff; * Review and keep up to date a detailed action plan and budget forecast and ensure activities are implemented in accordance with the agreed plans and budget (including developing and reviewing spending plans); * Ensure the effective recording, documentation, and filing of project activities, internal and external project meetings.   **2.** **Country Strategy and Programmes Development**   * Support the Country Director to develop aspects of the Country Strategy, in particular on gender, climate change,social cohesion, dialogue and regional fragility issues; * Develop and grow our work supporting gender, climate change and conflict sensitivity; * Lead on new project design and developing new proposals in coordination with the Country Director, * Identify development and fundraising opportunities for Alert’s programming in Central Asia;   **3. Partnerships Management and Liaison**   * Maintain and build new relationships with key partners and stakeholders (donors, governmental, CSO, community leaders etc.); * Maintain positive relationships and regularly update relevant authorities and local actors; * In coordination with the Central Asia Director, Senior Programme Development Officer-Eurasia and Senior Advisors, attend and provide information to inform Alert’s inputs into discussions and working groups on peace and security, gender, climate change and conflicts;   **4. Project design monitoring, evaluation, and communicating learning**   * Together with the M&E Officer, review monitoring and evaluation systems at a Country Programme level and project MEL plans, and ensure a focus on impact and quality is maintained and that monitoring data is collected as planned; * Monitor projects progress and impact and adjust indicators and activities if necessary; * Oversee management of baseline assessments and project evaluations, with technical advice and leadership of the M&E Officer, ensuring appropriate management responses if necessary; * Work closely with the Central Asia Director and Communications and Advocacy team (in-country and at London HQ) to ensure proper and context-suitable visibility of projects and to develop and implement project and programme based Communications and Advocacy Plans, in line with Alert as well as donor protocols; * Disseminate learning from programmes and findings of research, evaluations and ongoing monitoring internally and externally;   **5. Office management**   * Ensure the efficient running of the Kirgizstan or Tajikistan office and a collegial work environment; * Deputise for Central Asia Director in some administrative and signatory functions, as required; * Working closely with the Finance and Operations Manager to ensure that we comply with the organisation’s policies and procedures, in respect with the Kirgizstan/Tajikistan Labor Law; * Liaise with the Finance and Operations Manager to ensure compliance with donor regulations and guidelines.   **6. Contribute to Alert strategies**   * Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects; * Represent Alert’s values and ideas and be a spokesperson for the organisation at relevant conferences, seminars and other meetings; * Contribute to organisation -wide learning and exchange on the use of monitoring and evaluation as a tool for achieving greater impact; and on accompanying national NGOs as a tool to strengthening their peacebuilding capacity; * Any other tasks as may be reasonably required. |
| **Travel requirements** |
| This post is based in Bishek, Kirgizstan or Dushanbe, Tajikistan with frequent travel to the regions. |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| **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 communicating with men and women with diverse backgrounds, and strive to reach understanding and build consensus.  This is what we will be looking for above all else. |

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| A degree- Master’s level, in a subject of relevance to international peacebuilding |
| Experience in managing community dialogue and post-conflict reconciliation based projects. |
| Good knowledge and understanding of gender issues, the Women, Peace, and Security Agenda, climate change and conflict dinamics |
| Fluent in Russian and English, and communicates clearly and effectively |
| Strong familiarity with Central Asia, Caucasus, Ukraine, Afghanistan and Pakistan contexts |
| At least 10 years successful experience of implementing or coordinating projects; field experience, including working directly with stakeholders in the regions, is mandatory |
| Excellent inter-personal, communication and presentation skills |
| Proven people management skills |
| Proven financial management skills |
| Ability to influence and motivate others |
| A team player |
| Demonstrates the ability to take initiative and work pro-actively with remote management |
| Commitment to the mission and vision of International Alert |
| Ability to work well with people of diverse backgrounds and in diverse roles |
| Solution-oriented, problem-solver |

**DESIRABLE REQUIREMENTS**

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| Knowledge and experience in the peacebuilding sector |
| Dialogue and practical conflict management experience a strong plus |

**SUMMARY TERMS AND CONDITIONS**

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| **Annual Salary** | Competitive annual salary based on our salary scale for Kirgiz/Tajik nationals |
| **Benefits** | Medical insurance |
| **Leave entitlement** | Based on local law plus statutory holidays of the country of placement |