**JOB DESCRIPTION**

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| **Job Title** | **Chief of Party (COP)** |
| **Reports to** | **Director of Programmes** |
| **Direct Management Responsibility** | **Deputy Chief of Party (DCOP), Project Finance Manager, strategic consultants and technical line management of Senior Project Officer (SPO)** |
| **Job location** | **Bukavu, DRC with frequent travel (see travel section below)** |
| **Type of position** | **International or National** |
| **Grade and level** | **Competitive salary package** |
| **Contract Duration** | **1 year with possibility of renewal** |

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| **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 responsible for the overall implementation of the project; is the primary project representative manages and monitors the budget, the workplan and the progress of the project towards its intended results. He/she is the strategic lead of the project and oversees reporting and coordination across the consortium. |
| **Duties and Responsibilities** |
| **1. Strategic Engagement**   * Closely monitor political, security, economic and social dynamics likely to have an impact on programming, and share them with the DOP, Country Director (CD) and the advocacy team. * Ensures relationship building with consortium partners, ensuring their commitment and delivery of mutually agreed activities.. * Contributes to the development, definition, and ongoing evolution of project strategy   **2. Donor Relations (EKN) AND Representation**   * Is the contact person for the EKN on behalf of the consortium and manages communication between the consortium and the donor, * Controls/influences messages and communications related to the project in coordination with the DOP, the CD and Alert’s London HQ communications team. * Ensures the political engagement and advocacy with key actors involved in mining activities in Eastern DRC, national, regional, and international level in collaboration with the advocacy team. * Represents Alert’s interests, promoting the project among key stakeholders/beneficiaries, professional groups, and other relevant people.     **4.** **Innovative Management**   * Provides strategic guidance, leadership, and overarching management to consortium team to ensure effective coordination and convergence. * Ensures that the project is executed in compliance with contract provisions. * Oversees all reporting obligations on project activities and outputs are completed and submitted on schedule and to the standards required. * Oversees project annual planning and budgeting processes with support from the DCOP. * Oversees, in coordination with the DCOP, and Project Finance Manager, the close monthly monitoring of budget burn rates and support the timely development and submission of budget revisions when necessary. * Ensures integration of community approaches, conflict sensitivity, and gender sensitivity, inclusion, and capacity building into all activities as appropriate including project beneficiaries’ identification. * Exercises strategic decision making and direction based on M&E data, advising changes in program direction and focus as needed. * Oversees the effective close out of the project and communication of results.   **4. Personnel/ Resource Management**   * 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 analyses, 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 Djugu, Kigali, Bujumbura (ICGLR**) 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**

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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 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. |

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| Advanced degree in international relations, political science, development, management, or relevant field |
| At least 10 years of professional experience in programme management (strategy, planning, reflection, implementation, monitoring, evaluation); specifically strategic decision making of complex programmes on issues involving extensive political engagement |
| Several years of field experience in conflict affected contexts including in the DRC or the Great Lakes region |
| Experience in the fields of peacebuilding (social cohesion, conflict research, analysis security governance, natural resources management, and/or development) |
| Experience in management of complex projects in consortia and with several international and local parties |
| Experience in management of complex grants |
| 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**

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| 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 |
| Excellent ability to interact with people respectfully and with tact |

**SUMMARY TERMS AND CONDITIONS**

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| **Pension** | Staff receive a pension contribution which is equivalent to 10% of their gross salary/or aligned to DRC legal provision. |
| **Leave entitlement** | 36.5 days leave annually (inclusive of country’s national holidays). |
| **Notice period** | 1 month during probationary period and 3 months once confirmed in the post. |
| **Working hours** | Full time staff are expected to work in line with local labour law/the staff handbook, with some flexibility around start and finish times to be agreed with the line manager. Working hours are 8am – 5pm (including 1-hour lunch break). |
| **Relocation Allowance** | Where applicable (international contracts only), there will be a relocation allowance. However, as this is an unaccompanied post, the relocation allowance does not, unfortunately cover dependants. |
| **Housing Allowance** | Where applicable (international contracts only), a housing allowance is given. |
| **Hardship Allowance** | Where applicable (international contracts only), staff working in Goma/ Bukavu are entitled to 5 working days of hardship leave after 14 weeks working at the duty station (including travel on mission elsewhere as programme requirements dictate). |