**JOB DESCRIPTION**

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| **Job Title** | **Chief of Party (COP)** |
| **Reports to** | Director of Programmes, DRC |
| **Direct Management Responsibility** | Functional management of Deputy COP; hierarchical management of senior project officer and strategic consultants |
| **Job location** | **Bukavu or Goma, Democratic Republic of Congo (DRC)**Frequent travel to Bukavu or Goma (DRC), Kigali (Rwanda) and border sites between DRC, Burundi and Rwanda |
| **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:** **Strengthening Access to Justice in the Great Lakes Region - Uhaki bila Mipaka** |
| International Alert is leading a consortium with two national organizations, iPeace and Pole Institute, to implement a regional project on Strengthening Access to Justice in the Great Lakes Region - Uhaki bila Mipaka, funded by the Embassy of the Kingdom of the Netherlands (EKN) in Kigali. It is being implemented in both the Democratic Republic of Congo (DRC) and Rwanda around 5 border points. The project started on December 1st, 2022 and will run for four-years.The project seeks to contribute to improved access to justice in border regions to reduce tensions and strengthen stability in the Great Lakes Region. The project will respond to the immediate needs of cross-border populations while working to improve strategic structural problems through the promotion of dialogue and regional cooperation. The project will directly improve access to justice by equipping cross border communities with the information and access they need as well as providing them with legal aid support and building the capacities of actors in the justice sector. The project will also work with authorities and civil society locally to find mechanisms to efficiently resolve disputes and support authorities at the border who face these challenges every day. At the highest level, the project will work with technical justice institutions on both sides of the border to explore ways of improving collaboration on cross border justice issues. The project combines improved governance of justice with peacebuilding, building of social cohesion and conflict prevention in the Great Lakes region. |
| **Job Purpose** |
| The COP is the project's lead representative on location, responsible for representing the project, heading up political engagement, daily direction, oversight, and implementation of a project’s activities and achievement of goals. The COP directly supports the partners, regularly communicates with the Director of Programmes (DOP) 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 supervision of the Director of Programmes. The COP will be responsible for the overall implementation of the project; she/he will be the main focal point with the Embassy of the Kingdom of the Netherlands (EKN) in Kigali, 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 the 5 targeted borders between DRC and Rwanda to supervise the sub-team based there and will also frequently travel to regional centres for national and regional level advocacy, such as Kinshasa or Kigali.The COP will be supported by an International Alert team of one Deputy COP, two Senior Project Officers, one Project Finance Manager, one Project Finance Officer, one Senior Monitoring and Evaluation Officer, and one Community Accountability Reporting Mechanism (CARM) and Database Officer. Additional staff from consortium partner organizations are completing the team.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 DOP, Country Directors (CD) of Alert’s teams in both DRC and Rwanda and the advocacy team.
* Ensures practical relationship building with consortium partners.
* Contributes to the development, definition, and ongoing evolution of the organization’s programme 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 and Representation*** Contact person for the EKN in Kigali 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 in coordination with the DOP, the CDs in both DRC and Rwanda and Alert’s London Head Quarters’ communications team.
* 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 advocacy team.
* 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.
* Oversees all reporting obligations on project activities and outputs are completed and submitted on schedule and to the standards required.

**4.** **Innovative Management** * For effective implementation and compliance of project activities in DRC in accordance with Finance, Procurement, Human Resources (HR) and other policies and procedures as required by grant or contract agreements.
* Oversees project annual planning and budgeting processes with support from the Deputy COP.
* Oversees, in coordination with the Deputy COP, 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 Monitoring & Evaluation data, advising changes in program direction and focus as needed.
* Oversees the effective close out and communication of results. Manage all donor relations during this time and participate actively under the direction of the DOP in the development of potential future phases of the project.

**4. Personnel/ Resource Management*** 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 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.

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| **Travel requirements** |
| Within the DRC, regular travel to the main operational project offices located in Goma and Bukavu, project areas (5 targeted borders between DRC and Rwanda), Kigali, Kinshasa 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 law, 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), development and/or of rule of law |
| Experience in management of complex projects in consortia and with several international and local parties |
| Experience in management of complex grants |
| Knowledge and experience of gender and conflict sensitive approaches |
| 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. |

**DESIRABLE REQUIREMENTS**

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| Advanced knowledge and experience of access to justice programming  |
| 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  |
| Excellent ability to interact with people respectfully and with tact |
| Writing and communications skills in Kiswahili, Kinyarwanda and Lingala are an added advantage |

**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 – 5:30 pm (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). |