**JOB DESCRIPTION**

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| **Job Title** | **Chief of Party - Director of the Conflict Sensitivity Hub** |
| **Reports to** | **Director of Programmes** |
| **Direct Management Responsibility** | **Project Manager** |
| **Job location** | **Kinshasa, DRC with frequent travel to the east** |
| **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:** **Conflict Sensitivity Hub in DRC**   |
| The main goal of the project is to contribute to improved aid delivery and effectiveness in DRC through increasingly conflict and gender sensitive HDP (Humanitarian, Development and Peacebuilding) programming. |
| **Job Purpose** |
| The Chief of Party - Director of the Conflict Sensitivity (CS) Hub is responsible for the overall strategic implementation of the project; is responsible for high level influencing and strategic engagement with donors and key humanitarian, development and peace actors/platforms to push for conflict sensitivity to be integrated transversally into HDP policy in DRC. The post holder will play an important role in onboarding new donors and consortium partners to the Hub and will represent the DRC CS Hub in national and international conversations on conflict sensitivity, liaising very closely with Alert’s Conflict Hub at global level. He/she is the strategic lead of the project and oversees coordination across the consortium, with multiple donors and will onboard consortium members.  |
| **Duties and Responsibilities** |
| **1. Strategic Engagement*** Closely monitor political, security, economic and social dynamics at national level likely to have an impact on programming, and share them with the Director of Programmes (DOP), Country Director (CD) and the advocacy team.
* Orientates the evolving strategic direction of the CS Hub in DRC: its mandate, mission, how it is delivering against its objectives and for its clients.
* Ensures relationship building with strategic clients of the Hub.
* Identifies and brings on board consortium partners, ensuring their commitment and delivery of mutually agreed objectives of the Hub.
* Represent the CS Hub in global conversations and discussions on conflict sensitivity, bringing evidence from the CSH in DRC.
* Liase with the Alert CS Hub at the global level and stay informed about other hub initiatives in the world and make linkages when it comes to learning and good practices and experience exchange with the DRC Hub
* Manage all communications and positioning of the Hub to ensure that the Hub is explained in easy-to-understand terms and is packaged according to different audiences. Position the Hub as an entry point for the Nexus discussions through conflict sensitivity.

**2. Donor Relations and Representation***[in close collaboration with the Project Manager of the Conflict Sensitivity Hub]** Is the contact person for all of the donors that will contribute to the Conflict Sensitivity Hub 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 engagement and advocacy with key actors at the policy making level within the international aid community in DRC who are impacted by conflict sensitivity, in collaboration with the Alert DOP, CD and advocacy team.
* Represents Alert’s interests, promoting the project among key stakeholders/beneficiaries, professional groups, and other relevant people.

 **3.** **Innovative Management and coordination** * Provides strategic guidance, leadership, and overarching management to CSH project team to ensure effective coordination and convergence.
* Oversee globally and ensure in coordination with the Project Manager that the project is executed in compliance with contract provisions of all donors contributing to the Hub.
* Gives strategic orientation to the project annual planning and budgeting processes led by the Project Manager.
* Exercises strategic decision making and direction based on M&E data, advising changes in program direction and focus as needed in close collaboration with the Project Manager who advises on this.
* Oversees the effective and strategic communication of results.
* In collaboration with the DOP and the CD in DRC, he/she ensures the effectiveness and operationalization of a series of project governance structures (Advisory Committee, Steering Committee, Technical Committee/Board and project team coordination) that will be put in place to enable the various stakeholders (decision-makers, coordinators and technicians) to engage with the CSH and to influence its functioning and the demands it responds to.

**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.

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| **Travel requirements** |
| Within the DRC, regular travel to the main operational project offices located in Goma and Bukavu, project areas (Kasai, Tanganyika, South Kivu, North Kivu and Ituri) 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 conflict sensitivity and how it applies to humanitarian, development and peacebuilding programming, 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 improving the effectiveness of the international aid sector  |
| Several years of field experience in conflict affected contexts including in the DRC or the Great Lakes region  |
| Experience in the fields of peacebuilding (conflict sensitivity, conflict research, analysis security governance, natural resources management, and/or development) |
| Knowledge of current thinking on peacebuilding issues and methods; and demonstrable ability to anticipate emerging needs and integrate them swiftly into priority programme setting |
| Experience implementing programming around conflict sensitivity and gender sensitivity  |
| Experience in management of complex projects in consortia and with several donors; experience with managing grants financed by GIZ, FCDO, Canada and the Dutch MFA would be an added advantage |
| Experience in management of complex grants  |
| Experience of advocacy, influencing, networking, and communications on peacebuilding, and/or development issues in Africa |
| Proven ability to communicate, negotiate and work with high level executives within UN agencies, the UN Humanitarian architecture and the INGO system |
| 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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| Knowledge of mining projects in the Great Lakes region  |
| Advanced knowledge and experience of project cycle management including using project planning and management tools  |
| 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.  |