

Job announcement

- **Position:** Director of Programs and Country Support
- **Location:** Geneva, Switzerland
- **Contract Type:** Full-time, open-ended
- **Reporting line:** Executive Director
- **Closing date for applications:** 14 April 2024

1. JOB SUMMARY

The Director plays a crucial role in setting the strategic direction for the Department and overseeing its team. This department leads the country-level implementation of the Principles for Peace, the contextualization of peace measurement methodologies. It leads efforts in developing thematic tools such as playbooks and peace gaming. In this role, the Director provides guidance and supervision to Program Managers, defining the priorities of their portfolios and allocating budget resources accordingly. The Director closely collaborates with the Executive Director and the Director of Partnerships and Advocacy to ensure alignment between departmental activities and the broader goals of Principles for Peace, including facilitating engagement with the international peacebuilding community.

2. KEY RESPONSIBILITIES

a) Department Lead and Management

- Lead the Department in implementing the strategic priorities of the Principles for Peace Foundation. This includes leading all programmatic work and business development in close collaboration with the partnership division and the Executive Director.
- Manage a team of Program Managers, ensuring the department's vision aligns with P4P priorities.
- Serve as the programmatic lead to operationalize P4P's policy offer, spearheading country rollouts, programmatic tools, and initiatives to operationalize P4P's strategies for promoting peace.
- Manage and hold overall responsibility for the department budget, allocating resources, setting priorities, and overseeing expenditures.
- As delegated by the executive director, act as P4P's primary liaison for global peace initiatives, forging partnerships and collaborations with peace-focused organizations and relevant entities.
- Support P4P's engagement with international partners, advancing P4P's narrative around peace engagement and bolstering global momentum towards sustainable peace.
- Lead proactive analysis on emerging field peace challenges, offering entry points emphasizing the Principles for Peace and promoting shifts in global peace practices.

b) Operational Engagements

- Work closely with the Executive Director to elevate P4P's strategic positioning in national-level peacemaking dialogues and peace processes, fostering connections with national and international entities.
- Collaborate with local and global partners, including international organizations and think tanks, to develop joint initiatives that align with the Principles for Peace.
- Act as P4P's primary liaison for specific initiatives delegated by the Executive Director, forging partnerships and collaborations with other peace-focused organizations and relevant entities.

c) Country Rollout and Programmatic Tools

- Supervise and advise on the development and execution of country-specific rollout strategies and in-country work in cooperation with the department's Program Managers and the Peace Measurement Advisor. This includes the rollout of the P4P national feedback loop and participatory periodic review in close collaboration with the Global Management team, ensuring they are grounded in P4P's strategic direction, frameworks, tools, and methodologies.
- Lead business development and represent P4P with governments of the countries where the P4P rollouts occur.
- Supervise and support Program Managers on the work related to the countries in their portfolio and participate in missions and events as needed to represent P4P Global Management.
- Supervise the design and execution of knowledge management tools and feedback from field operations and policy engagement, working independently and in conjunction with other advisors to further P4P's mission and objectives.
- Supervise the development and implementation of PeaceGaming tools, Playbooks, and Codes of Practice, ensuring their alignment with the Principles for Peace and efficacy in promoting peace engagement understanding.
- Lead the rollout of P4P's tools and codes of practice, including representing and engaging in international forums to promote the uptake and utilization of P4P's offerings.

d) Partnerships and Resource Mobilisation

- Augment and fortify strategic partnerships with global peace entities and donors to enhance inter-organizational cooperation and build new ones to increase material, political, and financial support for P4P's initiatives and programs.
- Work closely with the Executive Director and Director of Partnership and Advocacy to develop and execute fundraising strategies and tactics that ensure the organization's financial stability and operations.
- Oversee internal planning and programming frameworks in liaison with P4P teams, ensuring seamless execution and alignment of organizational goals.

e) Additional responsibilities:

The responsibilities and tasks listed above are not exhaustive. The Director of Programs may take on additional tasks related to his/her function, level of competence, and experience according to P4P's needs. S(he) may, for example, carry out or support the following activities:

- Ensuring alignment between the country-roll-out work and the P4P communication strategy.
- Support revising, updating, and developing P4P's policies, guidelines, manuals, etc.
- Support capacity development activities of P4Ps' employees and partners in the fields of peacebuilding policy and mediation, disseminating P4P's methodologies and tools.

3. QUALIFICATIONS AND EXPERIENCE

- Advanced degree in Peace Studies, International Relations, Political Science, or a related field.
- A minimum of 10 years of progressively responsible experience, of which at least 7 years must be in peacebuilding, conflict prevention, sustainable development, and international cooperation.
- Demonstrated experience translating policies and strategies into practical solutions, guidance, and advisory services.

- Strong political acumen and prior work experience in politically intricate environments.
- Robust negotiation and influencing capabilities, with a knack for building consensus and fostering productive working relationships. Prior coordination and technical advisory experience are desirable.
- Excellent communication abilities, including public speaking experience.
- Extensive experience managing programs/project design and implementation.
- Proficient managerial skills, with experience in leading multidisciplinary teams. An inherent growth mindset, entrepreneurial spirit, willingness to go above and beyond for mission success, flexibility, and adaptability are essential.
- Ability to work effectively in a start-up environment and adapt to changing demands.
- Excellent English communication skills.

4. CONDITIONS OF SERVICE

P4P believes that salary levels should be set consistently, ensuring equal pay for equal value, responsible use of resources, and at a level that allows the organization to be as competitive as possible.

Job size and contribution value, local labor market, and requirements to attract and retain talent in favorable conditions are the main factors that structure P4P's compensation framework.

A staff member shall accrue 2.5 days of annual leave per month for each month of service, equating to a maximum of 6 weeks of leave per year.

Staff members are insured for retirement, disability, and death by the state insurance AVS and the pension plan provided by a private insurer (foundation).

P4P entered into a contract with a private foundation to provide adequate coverage for retirement, disability, or death. Details of this plan are available on CIEPP's online platform.

60% of the costs are covered by the employer and 40% by the employee.

P4P operates flexible work hours but requires that all its staff are available daily during the "core periods" of 10.00h to 12.00h and 14.00h to 17.00h.

Employees are entitled to work from home for one day per week.

Please note that P4P cannot facilitate work permits for non-EU/EFTA nationals at this time.

5. JOIN THE P4P JOURNEY

If you seek to join an innovative and forward-thinking organization with a genuine commitment to global peace and security, the Principles for Peace Foundation welcomes you. Embrace the opportunity to collaborate with diverse partners, influence realpolitik, and transform societies at the grassroots level. Together, we can reshape the landscape of peace processes and forge a path to a more peaceful world.

Come and be a driving force in the Principles for Peace Foundation - where innovation, collaboration, and lasting impact converge.

We value diversity and aim to achieve gender equality, welcoming applications from all backgrounds.

6. HOW TO APPLY

Submit a cover letter and resume/CV detailing relevant experience and qualifications for this multifaceted role to hr@principlesforpeace.org by the 14 of April 2024. Please include writing samples and references.

Please note that only short-listed candidates will be contacted.

We reserve the right to close the position early if we consider the number and quality of applications received to be sufficient.

Incomplete applications or applications received after the deadline will be disregarded. Only shortlisted candidates will be contacted.

In case of disability, please mention any adjustments that will assist you in attending the written test/ interview or undertaking this post.

The applications will be treated confidentially.