

Vacancy Announcement (REF. 2022-11)

Country Manager (Russian or Arabic-speaking)

Position title:	Country Manager
Position level:	B1
Team:	Portfolio Management
Required FTE:	100%
Required travel:	Up to 40% (Position is based in Geneva, CH)
Reports to:	Portfolio Management Deputy Head
Roles reporting to this position:	Grant Administrators, Junior Associates, Interns, National Advisors

Scope of the role

Responsible for 'end-to-end' grant-making and grant-management activities and managing in-country donor and government relationships in designated countries.

Principal accountabilities and ownership

- Operational grant making and management:** Responsible for collaborating with other Country Managers and relevant colleagues in other units to ensure efficient, effective, and compliant grant making and management of GCERF portfolio.
- Relationship management:** Responsible for strengthening in-country relations with in-country government-led coordination mechanism, donor representatives, and other key stakeholders such as the UN through regular, strategic, and systematic engagement in designated countries.
- Thematic focal point:** Responsible for developing and promoting GCERF's expertise on specific themes (PVE, displacement, rehabilitation and integration, gender, etc.) in collaboration with other Country Managers.
- Fundraising** Responsible for proactively supporting in-country and thematic resource mobilisation efforts including reporting.

Qualifications

Knowledge/Experience/Qualifications

- Master's degree in International Development, International Relations, Social Sciences, Business or related topic
- At least 8 years of relevant experience in P/CVE development, peacebuilding or security, working with NGOs/IGOs, foundations or similar
- Substantial (at least 4 years) of lived or work field experience, preferably in more than one country and preferably in GCERF partner countries.
- Substantial (at least 4 years) of experience working directly with donors and government officials in a management capacity

Technical skills

- Holistic understanding of global issues concerning PVE
- Strong knowledge of the socio-political environment and civil society organisations of countries affected by violent extremism and terrorism
- Extensive knowledge and understanding of programme design and development, project cycle management, and financial budgeting and reporting.
- Experience of working alongside a wide range of grantees with skill and sensitivity, including community-based and grassroots organisations.
- In-depth understanding of the work and challenges of community-based and grassroots organisations.
- Experience of working with consortium funding models.
- Strong Project Management skills
- Strategic thinking and writing skills
- Fluency in English and Russian or Arabic (C1 level) and working knowledge of French

Personal skills and attributes

- Proactivity and innovation
- Diplomacy
- Drive for results
- Solution oriented
- Teamwork and flexibility
- Effective communication
- Excellent presentation
- Good judgement, informed and fair decision making
- Entrepreneurial spirit
- Empathy and mentoring
- Openness to new ideas, methods and approaches

Interdependencies

What this role must provide for key working relationships

Country Managers (primary)

- Collaborate with other Country Managers in proactively managing operational activities linked to grant-making and management
- Cooperate with other Country Managers in proactively developing specific thematic expertise

Portfolio Management Deputy Head (primary)

- Be accountable for portfolio-level budget(s) and workplans
- Ensure information-sharing and proactive engagement

In-country stakeholders (primary)

- Build, maintain and monitor relationships with key partners and relevant in-country stakeholders including at regional level
- Represent and promote GCERF in all relevant external events
- Represent GCERF as a thematic or geographic expert able to present at external events

Grantees (primary)

- Work closely with grantees to ensure efficient, effective and compliant grant-making and management
- Drive and manage the capacity building of grantees

Grants Finance team (primary)

- Work closely with Grant Finance Specialists to ensure grants monitoring and compliance with internal and external standards and regulations

Resource Mobilisation team (primary)

- Collaborate with Resource Mobilisation team in proactively engaging potential donors
- Provide structured input to donor proposals and reports

Performance & Impact team (primary)

- Drive the development and implementation of grant and portfolio level Theory of Change
- Contribute to GCERF policy and performance reviews and creation of learning and research materials for external communication

Governing Board (secondary)

- Report on portfolio progress, including to the GCERF Governing Board

Communications Officer (secondary)

- Provide data and information for creating content and promotional material

Governance and Partnerships Specialist (secondary)

- Collaborate with Governance and Partnerships Specialist in building GCERF's strategic partnerships in beneficiary countries

General information:

- All appointments are subject to availability of funding.
- Our offices are located in Geneva, Switzerland.
- GCERF offers competitive salaries and benefits package.
- GCERF is committed to diversity within its workforce and encourages applications from all qualified candidates. We encourage applications from across the world as we are able to employ all nationalities.

Application Process:

Deadline: 18 December 2022

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

How to Apply: Please visit the GCERF website at <https://www.gcerf.org/careers-and-opportunities/>.

Please send an email to careers@gcerf.org for any question you may have regarding this vacancy.