

Vacancy Announcement (REF. 2023-01)

Deputy Head of Portfolio Management

Position title:	Deputy Head of Portfolio Management
Position level:	B2
Team:	Portfolio Management
Required FTE:	100%
Required travel:	Up to 40% (Position is based in Geneva, CH)
Reports to:	Deputy Executive Director and Head of Portfolio Management
Roles reporting to this position:	Country Managers, Junior Associates, Interns, National Advisors

Scope of the role

Responsible for the strategic direction of GCERF's country and thematic portfolios, quality assurance of all grant-making and grant-management activities, managing in-country donor, government & other stakeholder relationships, day-to-day management of unit, and coordination with other departments on portfolio performance.

Principal accountabilities and ownership

Portfolio management:

1. Responsible for coordinating the strategic direction of GCERF's existing country and thematic portfolios.
2. Responsible for quality assurance across all grant-making and management of GCERF portfolios to achieve strategic aims: Working with Country Managers and their teams to ensure efficient, effective, and compliant grant-making and management of GCERF portfolio, which leads to impactful programming.
3. Responsible for developing and adapting processes for increasingly efficient and effective grant-making and grant management, increasing cross-unit collaboration.
4. Responsible for the day-to-day management of the unit, ensuring all team members have the support and resources required.

Relationship management:

5. Strengthening in-country relations with CSMs, donor representatives, and other key stakeholders such as the UN through regular, strategic, and systematic engagement

Representation:

6. Responsible for working with country teams to develop and promote GCERF's expertise on specific themes (PVE, gender, ethics, etc.).
7. Represent the Head of Portfolio Management and GCERF as-needed

Qualifications**Knowledge/Experience/Qualifications**

- Master's degree in International Development, International Relations, Social Sciences, or a related topic (or demonstrated equivalent competencies)
- Substantial experience in development, NGOs, foundations or similar, in positions of increased managerial responsibility
- Demonstrated experience managing diverse teams of at least 20 people in multiple locations
- Demonstrated experience in grant-making, grant management, and donor relations
- Knowledge and experience in research or programming related to Preventing Violent Extremism
- Significant (at least 6 years ideally) field experience, preferably in more than one country
- Fluency in English (at least C1-level) and working knowledge of French (at least B2-level); knowledge of Arabic or Russian is a plus

Technical skills

- Extensive experience and understanding of programme design and development, project cycle management, and financial budgeting and reporting.
- Experience working alongside a range of grantees with skill and sensitivity, including community-based and grassroots organisations.
- In-depth understanding of the work, challenges of community-based, and grassroots organisations in fragile and conflict-affected countries. Experience working with Consortium funding models is an asset.
- Experience in fundraising is an asset.

Personal skills and attributes

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

Key working relationships

Head of Portfolio Management / Deputy Executive Director

- Ensure that programming directions are in line with the overall GCERF Strategy
- Regularly share progress, challenges, ideas

Portfolio Management team

- Collaborate with Country Managers in proactively managing operational activities linked to grant-making and management

Finance and Compliance

- Work closely with the Finance & Compliance Manager to ensure grants monitoring and compliance with internal and external standards and regulations

Resource Mobilisation team

- Provide structured input to donor proposals and reports

Performance and Impact team

- Collaborate with the Performance and Impact team to improve portfolio and grant monitoring

Communications team

- Provide data and information for creating content and promotional material. Collaborate on communications strategy

Governance and Partnerships

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

General information:

- Our offices are located in Geneva, Switzerland.
- GCERF offers competitive salaries and benefits package.
- All appointments are subject to availability of funding.
- 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: 12 February 2023

Shortlisted applicants will be asked to complete written assignments 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 with any questions you may have regarding this vacancy.