

Vacancy Announcement (REF. 2025-03)

Regional Manager (Central Asia)

Position title:	Regional Manager
Position level:	B1
Team:	Portfolio Management
Required FTE:	100%
Required travel:	Up to 30% (Position is based in Geneva, CH)
Reports to:	Deputy Head of Portfolio Management Unit
Roles reporting to this position:	Junior Associates, Interns, National Advisors and Monitors

Scope of the role

Responsible for overseeing and executing designated country or regional investment strategies that include grant-making and grant-management, and managing in-country donor and government relationships. Act as the internal thematic lead in a topic that has strategic importance for GCERF and for the region under management.

Principal accountabilities and ownership

1. **Strategic regional/country Portfolio Management:** Coordinating, drafting, and adapting country or regional strategies, typically a portfolio of 3-5 countries, depending on the size/complexity of the country activities. Own the investment strategies and revise them to adapt to changes within portfolios.
2. **Operational grant-making and management:** Coordinate country teams with overall responsibility for programming. Responsibility for aligned, efficient, effective, and compliant grant-making and management. Work closely with grantees and have full accountability for context, political and security analysis. Manage portfolio-level budgets and work plans.
3. **Relationship/partnership management:** Building and strengthening relations with in-country stakeholder, P/CVE actors such as the UN, among others, through regular, strategic engagement.
4. **Event management:** Organise events and visits related to portfolio, including but not limited to field visits linked to the Board meetings, CoPs, CSM meetings or visits, donor information events and visits.
5. **External representation:** represent and promote GCERF in portfolio or thematic- relevant external events.

Qualifications

Knowledge/Experience/Qualifications

- Master's degree in International Development, International Relations, Anthropology, Social Sciences, Business or related topic.
- At least 10 years of prior relevant experience in development, NGOs or foundations.
- At least 4 years, ideally up to 8 years, of lived or professional experience in an ODA-eligible country. Preferably in more than one country and preferably in GCERF partner countries.
- At least 2 years, ideally up to 6 years, of prior experience working with donors and government officials.
- Experience living and working in Central Asia.
- In-depth knowledge of the socio-political environment.
- In-depth knowledge of principles of P/CVE.
- Experience of working with Consortium funding models.
- In-depth understanding of the work & challenges of community-based and grassroots organisations and experience working alongside them including knowledge sharing and exchange.
- Knowledge and experience with Safeguarding practices.

Technical skills

- Strong Project Management skills.
- Strong competency in programme design and development, project cycle management, and financial budgeting and reporting.
- Fluent in English and Russian at a professional level (C2-level in Russian). Excellent verbal and written capacity. Ideally a working knowledge of French (B2-level).

Personal skills and attributes

Demonstrate GCERF values:

- Making a difference
- Achieving together
- Acting with integrity
- Embracing diversity
- Realising potential

Other key attributes:

- Proactivity and innovation
- Diplomacy & effective communications
- Drive for results – solution orientation
- Good judgement, informed and fair decision- making
- Entrepreneurial spirit

Interdependencies

What this role must provide for key working relationships

Other Regional Managers (primary)

- Share learnings and ideas for the ultimate benefit of the entire PMU portfolio.
- Share and support colleagues with regard to thematic expertise.

Deputy Head of Portfolio Management Unit (primary)

- Provide clear status of portfolios and overview of challenges in order for the DHPMU to ensure adequate support and decisions.

Direct reports (primary)

- Clear objectives, support and feedback.
- Meaningful learning and development plans.

Head of Portfolio Management Unit / Deputy Executive Director (secondary)

- Provide high-level information about relevant portfolios and thematic area.
- Contribute ideas to strategy of the global portfolio.

In-country stakeholders (primary)

- Build, maintain and monitor relationships with key partners and relevant in-country stakeholders.
- Represent and promote GCERF in all relevant external events.

Grantees (primary)

- Build relationships to ensure achievement of the accountabilities.
- Ensure principle of inclusivity in grant-making, management and capacity-building.

Grants Finance team (primary)

- Work closely to ensure grants monitoring and compliance with internal and external standards and regulations.
- Jointly drive capacity building of grantees.

Performance & Impact team (primary)

- Collaborate on 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.
- Jointly drive capacity building of grantees.

Resource Mobilisation team (secondary)

- Communicate to ensure alignment of RM strategy and in-country RM efforts.
- Provide structured input to donor proposals and reports.

Communications team (secondary)

- Support creation of rich content for outreach materials. Help identify communications opportunities.

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: 20 July 2025

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: The candidates should send their applications (CV and Cover letter) to careers@gcerf.org with the subject "Application to 2025-03 RM for Central Asia".

For any question you may have regarding this vacancy, please write to careers@gcerf.org.