

Vacancy Announcement (REF. 2025-06)

Regional Manager (Middle East portfolio)

Position title:	Regional Manager
Position level:	B1
Team:	Portfolio Management
Based:	Geneva
Required FTE:	100%
Required travel:	Up to 20% (Position is based in Geneva, CH)
Reports to:	Deputy Head of Portfolio Management Unit
Roles reporting to this position:	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 relations. Be the internal and external thematic lead on a topic that has strategic importance for GCERF and for the regional focus. This position has a particular focus on rehabilitation and reintegration from the Northeast Syria camps and preventing radicalisation and recruitment in the Middle East.

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 and oversee portfolio-level budgets and work plans.
3. **Relationship/partnership management:** Building and strengthening relations with in-country stakeholders, P/CVE actors such as UN agencies, among others.
4. **Resource mobilization:** Lead in-country resource mobilization efforts in collaboration with the Partnerships Team. Identify opportunities, advise, and contribute to all resource mobilization activities at the Secretariat level.
5. **Event management:** Organise events and visits related to the portfolio, including but not limited to field visits linked to the Board meetings, Learning and Exchange events, and meetings with in-country government stakeholders and members of the international community.
6. **External representation:** represent and promote the work of GCERF in external events.
7. **Thematic leadership:** Promote relevant thematic leadership in the field of rehabilitation and reintegration from Northeast Syrian camps and prevention radicalization and recruitment in the Middle East.

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 ideally in GCERF partner countries.
- At least 4 years, ideally up to 6 years, of prior experience working with donors and government officials.
- Experience living and working in MENA region.
- Experience working with and overseeing complex programmes funded by US(AID) and various EU-funding mechanisms is a plus.
- In-depth knowledge of principles of P/CVE.
- Experience in multi-stakeholder settings.
- 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 Arabic at a professional level (C2-level in Arabic). 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 – Good listener
- Drive for results – solution orientation
- Good judgement, informed and fair decision- making
- Entrepreneurial spirit
- Kind, prioritising inclusivity and teamwork

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 (primary)

- 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:

- Our offices are located in Geneva, Switzerland. We currently have a hybrid working model.
- 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: 10 August 2025

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

Only complete applications, including a resume and cover letter, will be considered.

How to Apply: The candidates should send their applications (CV and Cover letter) to careers@gcerf.org with the subject "Application 2025-06 RM for Middle East".

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.