

Position description – Portfolio Management (ref. 2020-02)

Position title: Country Manager	Team: Portfolio Management	Contract duration: 12 months	Required travel: 40%	Required FTE: 100%
Reports to: Portfolio Management Head		Roles reporting to this position: Junior Associates, Interns		
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 <ol style="list-style-type: none"> Operational grant making and management: Responsible for collaborating with other Country Managers to ensure efficient, effective, and compliant grant making and management of GCERF portfolio. Relationship management: Responsible for strengthening in-country relations with government agencies including but not limited to the Country Support Mechanisms, 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, gender, ethics, etc.) in collaboration with other Country Managers. 				
Qualifications		Interdependencies		
Knowledge/Experience/Qualifications <ul style="list-style-type: none"> Master's degree in International Development, International Relations, Social Sciences, Business or related topic At least 8 years of relevant experience in development, NGOs or foundations At least 4 years of field experience, preferably in more than one country including but not limited to GCERF partner countries (Bangladesh, Kenya, Kosovo, Mali, Nigeria, the Philippines, Sri Lanka, Somalia, Tunisia) At least 4 years of experience working with donors and government officials Technical skills <ul style="list-style-type: none"> Strong knowledge of the socio-political environment and civil society organisations is an asset. 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, challenges of community-based, and 		What this role must provide for key working relationships <p>Country Managers (primary)</p> <ul style="list-style-type: none"> Collaborate with other Country Managers in proactively managing operational activities linked to grant making and management Define individual thematic focal points amongst other Country Managers to develop GCERF expertise <p>Portfolio Management Head (primary)</p> <ul style="list-style-type: none"> Participate in the allocation and activities to support market penetration opportunities Be accountable for associated budget(s) <p>In-country stakeholders (primary)</p> <ul style="list-style-type: none"> Build, maintain and monitor relationships with key partners and relevant in-country stakeholders Represent and promote GCERF in all relevant external events <p>Grantees (primary)</p> <ul style="list-style-type: none"> Work closely with grantees to ensure efficient, effective and compliant grant making and management Manage the capacity building of grantees <p>Grants Finance Officers (primary)</p> <ul style="list-style-type: none"> Work closely with Grant Finance Specialists to ensure grants monitoring and compliance with internal and external standards and regulations <p>Resource Mobilisation team (primary)</p> <ul style="list-style-type: none"> Collaborate with Resource Mobilisation team in 		

- grassroots organisations an asset.
- Experience of working with Consortium funding models an asset.
 - Strong Project Management skills
 - Fluency in English and working knowledge of French (B2-level) is a must; knowledge of Arabic is a plus

Personal skills and attributes

- Proactivity and innovation
- Diplomacy
- Ability to work in a start-up environment
- Flexibility
- Drive for results
- Teamwork and flexibility
- Effective communications
- Good judgement, informed and fair decision-making
- Entrepreneurial spirit

- proactively engaging potential donors
- Provide structured input to donor proposals and reports

Performance & Impact team (primary)

- 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 (inter)

Communications Officer (secondary)

- Provide data and information for creating content and promotional material

Governance and Partnerships Coordinator (secondary)

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

About GCERF:

The Global Community Engagement and Resilience Fund (GCERF) is a global fund that works with local partners to strengthen community resilience to violent extremism.

GCERF is currently active in 7 countries: Bangladesh, Kenya, Kosovo, Mali, Nigeria, the Philippines, Tunisia and soon in Somalia and Sri Lanka.

General information:

- All recruitments 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.

Application Process:

Deadline: 5 April 2020

To apply, please visit GCERF's website: <http://www.gcerf.org/about-us/career-opportunities/>.

For any other question you may have regarding this vacancy please email us at careers@gcerf.org