



Vacancy Announcement Programme Officer on Organizational Development

Starting date: January 2019
Application deadline: 9 November 2018
Location: Bishkek, Kyrgyzstan
Language requirements: English and Russian

THE PEACENEXUS FOUNDATION

PeaceNexus (www.peacenexus.org) is an operational foundation based in Switzerland. It provides a range of capacity building services with the objective of strengthening the effectiveness of organisations that play a role in building peace. Our service areas include organisational development for peacebuilding champions; developing organisational capacities for conflict sensitivity; and supporting inclusive dialogue with business to develop solutions to local peacebuilding challenges. We provide support to international partners as well as local partners in our focus regions of West Africa, Central Asia, Western Balkans and South East Asia (Myanmar).

PeaceNexus has been working in Kyrgyzstan since 2013, supporting the UN and civil society organisations to be more effective peacebuilding actors. In 2017 we extended our support to government agencies and private sector actors to strengthen their capacity to address conflict risks.

Programme Officer (PO)

PeaceNexus is recruiting a Programme Officer for our Organizational Development (OD) work stream in Central Asia. The Programme Officer will be responsible for helping to shape and deliver PeaceNexus' strategic objectives relating to OD in the region, in collaboration with PeaceNexus staff in headquarters.

PeaceNexus is looking for an individual with an in-depth understanding of the region and who is passionate about contributing to improved peacebuilding effectiveness in partner organisations. The Programme Officer will lead PeaceNexus' engagement with selected civil society and government partners in Central Asia and will oversee consultants hired to deliver support to them. The PO is expected to work from the PeaceNexus Bishkek office.

Responsibilities and tasks include:

Strategy and planning

- Contributing to PN's regional strategy for Central Asia with a particular focus on organizational development, in line with the PeaceNexus 2018-2020 strategy.
- Monitoring and analyzing the civil society eco-system in Central Asia to identify strategic partners and areas for engagement.

Project management

- Manage OD grants to civil society partners in Central Asia, in close collaboration with the Regional Advisor in Bishkek, and the OD lead in Switzerland;
- Contribute to OD assessments and accompany PeaceNexus' organisational development support to civil society partners;
- Identify, contract and manage technical consultants contributing to OD;
- Contribute to the capacity building and peer learning of consultants working with PeaceNexus;
- Draw lessons from Central Asia OD processes to contribute to PeaceNexus global learning;
- Lead on developing and implementing PeaceNexus' monitoring and evaluation in Central Asia;
- Support and back-up the PeaceNexus Central Asia team to implement projects in the Conflict Sensitivity and Inclusive Dialogue with Business work streams.

In fulfilling these responsibilities, the PO is responsible, in collaboration with other PeaceNexus colleagues, for implementing the following practices:

- Adaptive programming based on reflection and organisational learning;
- Competency based monitoring and evaluation of projects;
- Implementing PeaceNexus human resources and financial accountability systems.

Core competencies required

Corporate competencies:

- Ability to tailor communication to different audiences and to convey PeaceNexus' mission, vision and values.
- Displays cultural, gender, religious, race nationality and age sensitivity and adaptability.
- A team player, able to and interested in working with a local and a global team.

Functional competencies:

- Ability to develop collaborations with partner organizations, to identify and agree with them on organisational development objectives, and to monitor and evaluate progress.

Technical expertise:

- Displays a deep knowledge of how organizations work, and how organizations are governed and managed;
- Understands the fundamental concepts and applies principles of peacebuilding and conflict sensitivity;
- Possesses substantial knowledge of NGO sector in Kyrgyzstan and Central Asia;
- Strives to keep knowledge up-to-date through self-directed study and learning, readiness to share own learning with team members.

Required skills and experience

Education:

- A master's degree in business administration, political science, public policy, social and development studies, project management or related field;
- Training in change management, organizational development and/or capacity building.

Experience:

- Minimum of 3-5 years of experience with capacity building and organizational development, preferably in the not-for-profit sector;
- Experience of working with conflict and peacebuilding related programmes;
- Sound analysis and writing skills;
- Knowledge of Kyrgyzstan's and other Central Asian countries' civil society sector desirable;
- Proficient user of MS Office and various web applications.

Languages:

Fluency in English and Russian, knowledge of other regional language(s) will be an advantage.

Application

Eligibility: Applicants must be legally set up to provide consultancy services in the region or be eligible to do so. Applicants must be willing and able to live in Kyrgyzstan and to travel throughout the country.

Salary: Competitive salary commensurate with experience.

Application procedures: Please send a CV and a cover letter to recruitment@peacenexus.org by **9 November 2018** with the subject line: **Application Kyrgyzstan *First Name Last Name***. Short-listed candidates will be asked to attend an interview.