



Vacancy Announcement Programme Officer for Kyrgyz Republic

Starting date: From October (negotiable)
Application deadline: 8 September 2017
Location: Bishkek, Kyrgyzstan
Language requirements: English and Russian

The PeaceNexus Foundation

PeaceNexus is a Swiss-based Foundation established in 2009. We provide a range of capacity building services with the objective of strengthening the effectiveness of organisations that play a role in building peace. To multiply the peacebuilding impact of our partners, we support:

- organisational development for peacebuilding champions;
- capacity development for conflict sensitivity; and
- multi-actor dialogue to develop solutions to local peacebuilding problems.

We focus on the regions of West Africa, Western Balkans, Central Asia and South East Asia, where we work with local partners who are well positioned to address specific conflict risks. We also work with a smaller number of international organisations that are influential in shaping international peacebuilding policy and practice in support of local peacebuilding processes.

PeaceNexus has been working in Kyrgyzstan since 2013, supporting the UN in its peacebuilding programming. In 2016 we began to support peacebuilding-relevant civil society organisations in their organisational development, and from 2017 we extended our support to government agencies to strengthen their capacity to address conflict risks.

Programme Officer (PO), Kyrgyzstan

PeaceNexus seeks a Programme Officer to support its programme in Kyrgyzstan. They will support the development and implementation of the PeaceNexus strategy and will contribute to project management activities and implementation in Kyrgyzstan.

The Programme Officer will lead PeaceNexus' projects with NGO partners, and will develop projects to support problem-solving processes with a number of affected actors, including businesses. They will oversee and provide support to consultants hired to deliver support to partners. The PO is expected to work from the PeaceNexus Bishkek office.

Responsibilities and tasks include:

Strategy and planning

- Supporting the Programme Manager for Central Asia to develop and deliver a country strategy for Kyrgyzstan in line with the PeaceNexus 2018-2020 strategy.
- Conduct research and analysis on the political and social context.

- Conduct assessments of the civil society and business environment and prepare substantive briefs on possible areas of cooperation within NGO and business partners.
- Relationship development and management.

Project management and administrative support

- Contribute to organisational assessments and accompany PeaceNexus' organisational development support to NGO partners, both through direct engagement and through facilitating the contributions of consultants.
- Contribute to the capacity building and peer learning of consultants working with PeaceNexus.
- Support the implementation of other PeaceNexus projects either directly or through consultants – including the development of their mandates and contracts, work plans and monitoring their contributions.
- Administer the PN office in Bishkek in accordance with PeaceNexus policies and procedures.
- Support management of programme resources, supervise administration of accounts.

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 organisations, to identify and agree with them on objectives, and to monitor and evaluate progress.

Technical expertise:

- Understands the fundamental concepts and applies principles of peacebuilding and conflict sensitivity;
- Possesses substantial knowledge of NGO sector in Kyrgyzstan;
- Strives to keep knowledge up-to-date through self-directed study and learning, readiness to share own learning with team members;
- Demonstrates good knowledge of information technology and applies it in work assignments.

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, organisational development and/or capacity building.

Experience:

- Minimum of 3-5 years of experience with capacity building and organisational development, preferably in the not-for-profit sector;
- Experience with programmes to strengthen governance, democracy, security or social cohesion desirable;
- Sound analysis and writing skills;
- Knowledge of Kyrgyzstan's civil society sector and/or business environment 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 **8 September 2017** with the subject line: **Application Kyrgyzstan *First Name Last Name***. Short-listed candidates will be asked to attend an interview.
