



Vacancy Announcement

Deputy Director

Starting date:	August 2024 (negotiable)
Working percentage:	90% (negotiable)
Application deadline:	12 May 2024
Location:	Prangins, Switzerland
Languages:	English essential. French or Russian desirable.

PeaceNexus Foundation is looking for a talented manager to join our Management Team as our Deputy Director. This is an exciting role that sits at the heart of the Foundation, guiding programmes and enabling service development in line with our strategy, mission, and values. We are looking for a candidate who is able to bring experience from working in peacebuilding or a related field and experience managing and developing advisory services. Accountable to the Executive Director, the Deputy Director will embrace inclusive and adaptive management, guide strategic decisions, provide operational support to programme teams and help us to learn and adapt. The Deputy Director will work closely with our Administration and Finance Director and oversee staff wellbeing, safety, and security.

Who we are and what we do

PeaceNexus Foundation is a Swiss operational foundation established in 2009. We help influential organisations increase their capacities to prevent conflict and build peace.

We focus on selected regions that are experiencing violent conflict or are at risk of lapsing into conflict, and that also have significant capacities for peace to build on. These include the Western Balkans, West Africa, Central Asia, and Southeast Asia where we provide advisory support to partners working at community, national or regional level to counter polarising trends that have triggered violence. We also work with international organisations to leverage their support for local peacebuilding, including in our regions.

Our vision is that governments, civil society, and businesses actively contribute to developing inclusive and peaceful societies.

Our mission is to strengthen the capacities of and collaboration between organisations to increase their contribution to reducing violence and building peace.

Our services include:

- **Organisational Development** for organisations with a mission related to building peace.
- Integrating **Conflict Sensitivity** and peacebuilding into the practices of organisations that do not focus on peace but have influence in conflict contexts.
- **Business Engagement** to improve how businesses mitigate conflict risks and contribute to building peace.

We value pluralism and individual rights and believe that honest, informed, and inclusive dialogue is key to achieving progress within organisations and society.

Roles and Responsibilities

Management Team

The Deputy Director will join the three-member PeaceNexus Management Team (with the Executive Director and Finance and Administration Director) that provides strategic, operational, and financial leadership under the oversight of the PeaceNexus Board.

Programme Management

The core of the Deputy Director role is to support (with the Executive Director) the regional and/or international programme teams to develop and implement coherent programme strategies in a professional and accountable way that enables informed risk-management and continuous learning and adaptation. Key responsibilities include:

- Supervise regional and/or international programme leads, and selected HQ staff.
- Support teams to develop annual work plans and budgets that are able to deliver the strategy.
- Support context analysis and adaptation in volatile environments to ensure the programme strategy remains relevant and able to deliver the Foundation's objectives.
- Work with the teams to identify, develop, and manage partnerships that contribute to our strategic goals.
- Monitor the delivery of annual work plans for compliance with the Foundation's policies, systems and processes and agreed budgets.
- Support teams to monitor, reflect and adapt as part of project management and to capture and share results and lessons learned internally and externally.

Operational Management

The Deputy Director also has responsibility for the operational management of the Foundation, in close collaboration with the Director of Finance and Administration. Responsibilities include:

- Ensure effective operational risk management and duty of care policies and systems are in place to manage staff security and wellbeing and to minimise operational risk.
- Support the Finance and Administration Director to ensure financial and administrative policies and systems are in place and are being implemented.
- Support the Executive Director in maintaining a constructive relationship with the Governing Board including by reporting on programme outcomes and plans.

Learning Management

The Deputy Director shares responsibility for creating a learning culture that promotes individual and collective professional development, in close collaboration with the Executive Director and programme staff. Responsibilities include:

- Implement HR systems that incentivise individual professional development and support to the development of colleagues.
- Support teams to deliver core services and enable adaptation and experimentation.

Qualifications, Experience and Competencies








Qualifications: Master's degree in International Relations, Politics, Peace, Development, or equivalent field.

Languages: English essential. French or Russian are desirable.

Work Experience:

- A minimum of 15 years of relevant programme implementation experience with increasing management responsibility, autonomy, and decision-making authority.
- Experience in working for an organisation with a peacebuilding mission or on programmes with peacebuilding objectives and knowledge of conflict sensitivity and peacebuilding approaches.
- Experience working in conflict-affected contexts is required and experience in PeaceNexus focus regions would be an asset.
- Management experience in an operational non-profit or philanthropic organization is required and management experience in an organization that provides advisory services would be an asset.
- Experience developing and implementing institutional systems for capturing results, learning and adaptation.

Competencies

	<p>Demonstrates the ability to think and act strategically, considering the long-term goals and implications of decisions, while aligning actions with the overall mission and vision of the organization.</p>
	<p>Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Values a consultative and collaborative approach to decision making and leadership. Acts as a positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.</p>
	<p>Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.</p>
	<p>Demonstrates the ability to establish and maintain effective relationships with internal and external stakeholders, collaborating towards shared goals and mutual benefit.</p>
	<p>Demonstrates flexibility in adjusting strategies and plans in response to changing circumstances or new information while maintaining focus on long-term goals.</p>
	<p>Focuses on achieving measurable outcomes that contribute to the organization's strategic objectives, monitoring progress and adjusting strategies as needed to drive success.</p>
	<p>Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.</p>

Application

Eligibility: Applicants must be eligible to be employed in Switzerland

Salary: Competitive salary commensurate with experience

Application procedures: Please send a CV and a cover letter to recruitment@peacenexus.org by 12 May 2024 with the subject line: Application Deputy Director *First Name Last Name*.

Short-listed candidates will be asked to complete a written task and attend an interview.