

JOB DESCRIPTION

Job Title:	Programme Manager, Afghanistan
Location:	London, UK
Reporting to:	Country Manager
Management responsibility (if applicable)	TBC
Grade and Salary:	Grade F
Contract terms and hours:	One-year contract with six-month review point. Renewal subject to funding and programme development. Standard working week is 37.5 hours.
<p>Background:</p> <p>Saferworld is an independent, not-for-profit international organisation working to prevent violent conflict and build safer lives in countries and territories across Africa, Asia and the Middle East. We work in solidarity with people affected by conflict to improve their safety and sense of security, and conduct wider analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity.</p> <p>Saferworld in Afghanistan:</p> <p>Saferworld leads a consortium of international and Afghan organisations working to support donors to integrate context sensitivity into their strategies, policies, programming, and practices in Afghanistan. We have also been partnering with a range of organisations to support regional dialogues and economic connectivity across Afghanistan, Pakistan, and the region. Our programming also supports efforts to convene and fund Afghan Civil Society Organisations (CSOs) on an ongoing basis, through a series of partnerships. We work with a range of commercial and grant-funded contracts across our portfolio.</p>	
<p>Job purpose:</p> <p>The post-holder provides strong leadership and is responsible for further developing, managing and monitoring Saferworld’s programme in Afghanistan, ensuring the strategic vision is in line with Saferworld’s overall strategy, fundraising to pursue programme development opportunities, leading on partner engagement, providing grant management oversight, managing staff, and reporting to donors. They will also represent Saferworld in interactions with relevant authorities, donors, and other stakeholders in Afghanistan and other locations where donors are based. The post-holder will engage in cross-organisational information-sharing and lesson-learning on key policy and strategy issues and contribute to building synergies between different programmes.</p> <p>Saferworld’s work operates in a complex context. As such, the Programme Manager is expected to appropriately lead on programme development and implementation, ensuring effective risk management approaches are properly applied. Finally, the post-holder will contribute to organisation-wide strategic planning, processes and discussions to advance Saferworld's thematic and operational priorities, methodological approaches and organisational development.</p> <p>This position is an exciting opportunity to work on Saferworld’s programme in Afghanistan as well exploring opportunities for coordination and learning with cross-border projects with Pakistan and Central Asia.</p>	
<p>Roles and responsibilities:</p> <p>Organisational leadership</p> <ul style="list-style-type: none"> • Facilitate a coherent programme vision that connects projects and people together with country, regional and organisational strategies. • Model leadership processes in line with Saferworld values, principles and behaviours. • Lead teambuilding processes that foster a supportive, transparent, and safe environment for staff. 	

- Identify and develop key relationships with strategic partners and government institutions to achieve the programme vision.
- Support Saferworld's partnerships in Afghanistan ensuring that these follow Saferworld's partnership values and strategy to build more equitable relations with national organisations.
- Represent Saferworld in high-level meetings to share relevant achievements and outcomes from the programme (including policy and advocacy briefings), to promote in-country and cross-organisational work, and to advocate for change across Saferworld's five strategic areas of programming.

Programme leadership

- Deepen Saferworld's analysis and understanding of the country context; periodically review the strategy; and, as appropriate, adapt it in response to changing circumstances
- Oversee the effective implementation of programming, including ensuring that biannual programme reviews are held and outcome harvesting processes are undertaken, quality standards are achieved, and learning informs iterative adaptation
- Provide programmatic leadership and advice to programme staff on participatory community approaches, partnership models, and people-centred and community-led strategies to influence change
- Ensure the production and timely delivery of narrative and financial reports for donors and for Saferworld internal processes, in coordination with Project Coordinator, Finance Manager and Regional/Technical Adviser.

Team and People Management

- Support the Afghanistan programme to reflect organisational values as a peacebuilding organisation.
- Foster a team environment where staff feel empowered, take responsibility, and lead their own area of work, and support one another to achieve the programme vision and objectives
- Line manage Project Coordinator and other staff, as applicable
- Ensure high calibre staff are employed with the requisite technical and contextual expertise
- Ensure the effective implementation of performance management and learning and development plans

Financial and Operations

- Ensure that Saferworld demonstrates good stewardship and compliance with local legislation (including remaining aware of changing compliance regulations internationally and within Afghanistan), Saferworld's policies and procedures, and donor procurement regulations.
- Plan, manage, and review the project budgets, using it as a tool for decision-making, monitoring staffing, programme gaps, operational gaps, fundraising priorities, and cost recovery
- Ensure budgets and financial management accounts are in-line with Saferworld's organisational processes
- Ensure all project audits are undertaken as appropriate, in accordance with Saferworld's financial guidelines and donor requirements and in co-operation with the relevant finance and programme teams

Fundraising and Donor Relations

- Support the Country Manager in fundraising in line with the Afghanistan country strategy
- Lead project staff in the design of new initiatives, be proactive in developing/encouraging creative ideas and approaches, including connecting existing programming with new opportunities
- Cultivate and maintain good relations with partners, relevant government institutions and donors
- Ensure grants and contracts are effectively managed according to Saferworld standards and funding protocols, as well as donor requirements, in coordination with the Finance and Grants Managers

Safety, Security, and Risk Management

- Ensure the safety and security plans for the region are regularly reviewed and updated, and all staff comply with the policies and procedures contained therein, working closely with the Global Security Manager
- Maintain a programme risk analysis and review and update it regularly, ensuring risks are mitigated and managed
- Ensure safety and security plans are owned by the team, regularly reviewed, and updated
- Ensure the systematic operationalisation of Saferworld's safeguarding policies and procedures

Key working relationships

Colleagues in Programmes – Work with Country Manager, Finance Manager, Project Coordinator, and Regional/Technical Adviser to ensure the programme is aligned with Saferworld's Afghanistan strategy and incorporates inputs from all colleagues

Colleagues in Funding – Jointly identify and respond to funding opportunities. Work closely to develop high quality proposals

Colleagues in Policy – Facilitate learning and knowledge exchange; contribute to policy development and international learning stemming from Saferworld’s work in Afghanistan
External stakeholders – Maintain and develop good relations with partner organisations, donors, international institutions, governments, formal and informal authorities, and non-state actors

Scope and accountability

Decision making and limits of authority	Provide strong leadership and be responsible for the further development, management and monitoring of the programme Authority matrix defined as in Finance manual
Other resources	Engage in cross-organisational information sharing and lesson learning on key policy and strategy issues, and contribute to building synergies between Afghanistan and other programmes.
People management	Potential for line management responsibility

Person specification

Knowledge, qualifications and experience

- Education in conflict or security studies, peacebuilding, or similar; or equivalent experience on the issues
- Excellent understanding and experience working on Afghanistan and the region (Central and/or South Asia)
- Experience at management level, with proven experience managing multi-thematic programmes
- Experience in strategic planning and programme development, including project design, proposal development/writing and team management
- Experience of financial and grant management, including overseeing financial procedures, budget monitoring, and donor reporting. Knowledge on managing commercial contracts will be desirable
- Demonstrable experience of working with partners in ways that reflect the principles of power-sharing, mutual respect and accompaniment
- Skills and experience advising on and integrating contextual approaches into programming
- Experience of developing and managing collaborative relationships with a wide variety of civil society, governments, formal and informal authorities and donors

Skills and abilities

- Excellent written and oral communication skills, including strong expertise in facilitation and accompaniment of staff and partners (government, non-state actors, formal and informal authorities, and civil society organisations and associations)
- Fluency in written and spoken English. Knowledge of Dari and/or Pashto is desirable, and at least one regional language is essential.
- Demonstrated skills in project development and management, including activity design, proposal writing and team management for successful delivery of programmes
- Demonstrable ability to write research reports, policy papers, briefings and articles tailored to different audiences
- Proven ability to work alongside, and to learn from, a wide range of people and organisations
- Creativity, flexibility, self-motivation and the ability to prioritise workloads to meet deadlines

Personal qualities

- Commitment to improving international engagement in conflict-affected contexts and experience-based ideas as to how this can be achieved
- Commitment to and compliance with Saferworld’s safeguarding principles
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission, and values of Saferworld

Other requirements

- Willingness to travel to Afghanistan and other regional countries is required