



POSITION: Head of Mission Sudan
REPORTING TO: Executive Director
REMUNERATION: Negotiable
LOCATION: Al-fasher, Sudan (with travel to NP field locations)
START DATE: ASAP



Background

Nonviolent Peaceforce (NP) envisions a worldwide culture of peace where conflicts within and between communities and nations are managed through nonviolent means. NP is a global civil society organisation that works with people affected by violent conflicts to enhance their security and dignity through unarmed civilian protection (UCP) and by helping to transform the world's response to conflict situations.

Context

As Head of Mission, you will be a member of the Global Senior Leadership Team where you can contribute to the development of NP worldwide. You are excited to be a key part of a dynamic, challenging and growing organization.

You are a strategic, entrepreneurial thinker, with humanitarian experience particularly in civilian protection. You have excellent interpersonal skills and are great at connecting and building trust with people from a wide variety of backgrounds. You are experienced in representing organizations to high-level authorities, donors, with the media and communities. You know how to support successful programming with strong operational and administrative functions. You are a solution-focused, highly creative and tenacious problem solver.

Key Responsibilities

Strategic Development

- Maintain and communicate a coherent strategy for the long-term development of the mission based on NP's Strategic Plan and in adherence with NP's core programming.
- Contribute to strategic thinking on NP's potential role in the region, factoring this into NP's strategy for the area of operations.

Programme Implementation and Development

- Accountable for the delivery, effective management and monitoring, evaluation and learning of the programme.
- Co-ordinates with the Programme Development staff to identify new funding sources and negotiate funding opportunities to support programme implementation.
- Ensures that secured donor contracts and income are managed effectively and efficiently in compliance with donor contractual requirements and NP policies and procedures.
- Representation and Advocacy and Donor Relations.
- Cultivate donor relations to secure funding and ensure NP's positive reputation.
- Represent NP in coordination and advocacy fora, with agencies, government officials, UN officials, local government and partners as it relates to the programme.
- Provide direction for in country and regional advocacy work while contributing to NP's global advocacy engagements.

Safety and Security

- Responsible for ensuring due diligence through NP's Risk Management Plan, including final decision-making in-country security decisions.
- Ensures Situational Analysis, Risk Register and Risk Mitigation Strategies are updated quarterly or more frequently if the in-country context indicates.
- Reviews and approves Mission Specific Security Assessment in advance of the team leaving base.
- Lead the Country Management Crisis Team in the event of an emergency.
- Responsible to report, in real-time, all security incidents to the Executive Director.

Financial and Operational Management

- Responsible for maintaining legal compliance in relevant areas of operation.
- Accountable for the management and reporting of financial resources and assets.
- Provide budget management oversight, coordinating with program and finance staff to monitor actual expenses as compared to budget, ensuring appropriate burn-rate and making spending decisions appropriate to the needs and the status of the grant.
- Provide oversight for approvals for expenses and coordinate with finance to ensure appropriate allocations of shared costs.
- Closely monitor potential funding shortfalls with finance/grants management; ensure corrective action undertaken as necessary.
- Ensure procurement, logistics, HR and administration processes are implemented by following NP's policies and in compliance with donor contracts.

Personnel Management

- Directly manages members of the in-country Senior Management Team (SMT) or equivalent depending on mission size.
- Leads recruitment process, proactively ensuring diversity in the workplace in consideration of NP's principles of diversity including gender balance, diverse national and ethnic backgrounds and other identity categories listed in the Employee Handbook.
- Communicates appropriately, encourages and develops others, providing feedback and adapting leadership style to bring about successful outcomes.
- Leads in-country staff welfare committee, provides a feedback mechanism for all personnel, and feeds into the global staff welfare development process.

Commitment to NP Principles

- Demonstrate a commitment to NP's mandate and principles.
- Maintain a positive image of the organisation full time while in the field.
- All NP employees are expected to work per the organisation's guiding principles:
 - Nonviolence
 - Non-partisanship
 - Primacy of local actors
 - Civilian-to-civilian action
- These principles and beliefs shall guide our actions and relationships in protecting civilians in violent conflicts through unarmed strategies.

Other

- Serve as an active participant in NP's global Senior Management Team.
- Any other tasks as delegated by the line manager.

Qualifications and Competencies

Education, Knowledge and Experience

- Relevant university degree or higher education, preferably in management, social sciences or international development; or equivalent professional experience.
- Minimum seven years of leadership and management experience.
- Previous experience working as a senior manager in a complex emergency context, including security management experience.
- Demonstrated experience working with state and local, civil and armed actors.
- Demonstrated ability to live, work and solve problems independently and effectively in remote, highly challenging locations.
- Proven communication and interpersonal skills.
- Demonstrated ability to analyse conflict, security and political contexts.

Skills

Independent Judgment/Analytical:

- Ability to set priorities, solve problems and analyse data.
- Ability to manage information with discretion.
- Demonstrable conflict analysis skills, identify entry points and design prevention and protection strategies.
- Able to work under pressure, independently and with limited supervision.

Interpersonal:

- Result oriented and problem solving.
- Ability to communicate effectively with individuals, motivate and provide leadership to team and to work in a multi-cultural environment.
- Solutions focused, creative problem solver.
- Proven ability to build relationships with the full range of actors including government, chiefs, military, police and non-state actors.
- Genuine commitment and interest in living and working at the community level.
- Flexibility and adaptability; able to cope with a changing environment, both on a professional and a personal level.

Language:

- Fluency in English required.
- Ability to speak Arabic will be an asset.

Information Technology:

- Good skills in Microsoft Office applications. Hardware IT skills an asset.

Other Specialized Requirements

- This position will have to travel to field sites, including locations with limited access to communications.
- NP missions are often in a complex security environment where conditions change rapidly; ability to manage in insecure environments is essential to success in this position.

How to apply

Interested applicants should submit the following by e-mail to loba@ngorecruit.com quoting reference number **NNP001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with Nonviolent Peaceforce's mission and the unique qualities you will bring to this role

Application Deadline: **27th June 2022**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about Nonviolent Peaceforce, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).