

## Vacancy Announcement (REF. 2022-11)

### Country Manager (Arabic-speaking)

|                                   |   |
|-----------------------------------|---|
| Position title:                   | Country Manager   |
| Position level:                   | B1  |
| Team:                             | Portfolio Management  |
| Required FTE:                     | 100%  |
| Required travel:                  | Up to 40% (Position is based in Geneva, CH )                        |
| Reports to:                       | Portfolio Management Deputy Head                                    |
| Roles reporting to this position: | Grant Administrators, Junior Associates, Interns, National Advisors |

#### Scope of the role

Responsible for 'end-to-end' grant-making and grant-management activities and managing in-country donor and government relationships in designated countries.

#### Principal accountabilities and ownership

1. **Operational grant making and management:** Responsible for collaborating with other Country Managers and relevant colleagues in other units to ensure efficient, effective, and compliant grant making and management of GCERF portfolio.
2. **Relationship management:** Responsible for strengthening in-country relations with in-country government-led coordination mechanism, donor representatives, and other key stakeholders such as the UN through regular, strategic, and systematic engagement in designated countries.
3. **Thematic focal point:** Responsible for developing and promoting GCERF's expertise on specific themes (PVE, displacement, rehabilitation and integration, gender, etc.) in collaboration with other Country Managers.
4. **Fundraising** Responsible for proactively supporting in-country and thematic resource mobilisation efforts including reporting.

## Qualifications

### Knowledge/Experience/Qualifications

- Master's degree in International Development, International Relations, Social Sciences, Business or related topic
- At least 8 years of relevant experience in P/CVE development, peacebuilding or security, working with NGOs/IGOs, foundations or similar
- Substantial (at least 4 years) of lived or work field experience, preferably in more than one country and preferably in GCERF partner countries.
- Substantial (at least 4 years) of experience working directly with donors and government officials in a management capacity

### Technical skills

- Holistic understanding of global issues concerning PVE
- Strong knowledge of the socio-political environment and civil society organisations of countries affected by violent extremism and terrorism
- Extensive knowledge and understanding of programme design and development, project cycle management, and financial budgeting and reporting.
- Experience of working alongside a wide range of grantees with skill and sensitivity, including community-based and grassroots organisations.
- In-depth understanding of the work and challenges of community-based and grassroots organisations.
- Experience of working with consortium funding models.
- Strong Project Management skills
- Strategic thinking and writing skills
- Fluency in English and Arabic (C1 level) and working knowledge of French. Russian is an asset.

### Personal skills and attributes

- Proactivity and innovation
- Diplomacy
- Drive for results
- Solution oriented
- Teamwork and flexibility
- Effective communication
- Excellent presentation
- Good judgement, informed and fair decision making
- Entrepreneurial spirit
- Empathy and mentoring
- Openness to new ideas, methods and approaches

## Interdependencies

### What this role must provide for key working relationships

#### Country Managers (primary)

- Collaborate with other Country Managers in proactively managing operational activities linked to grant-making and management
- Cooperate with other Country Managers in proactively developing specific thematic expertise

#### Portfolio Management Deputy Head (primary)

- Be accountable for portfolio-level budget(s) and workplans
- Ensure information-sharing and proactive engagement

#### In-country stakeholders (primary)

- Build, maintain and monitor relationships with key partners and relevant in-country stakeholders including at regional level
- Represent and promote GCERF in all relevant external events
- Represent GCERF as a thematic or geographic expert able to present at external events

#### Grantees (primary)

- Work closely with grantees to ensure efficient, effective and compliant grant-making and management
- Drive and manage the capacity building of grantees

#### Grants Finance team (primary)

- Work closely with Grant Finance Specialists to ensure grants monitoring and compliance with internal and external standards and regulations

#### Resource Mobilisation team (primary)

- Collaborate with Resource Mobilisation team in proactively engaging potential donors
- Provide structured input to donor proposals and reports

#### Performance & Impact team (primary)

- Drive the development and implementation of grant and portfolio level Theory of Change
- Contribute to GCERF policy and performance reviews and creation of learning and research materials for external communication

#### Governing Board (secondary)

- Report on portfolio progress, including to the GCERF Governing Board

### Communications Officer (secondary)

- Provide data and information for creating content and promotional material

### Governance and Partnerships Specialist (secondary)

- Collaborate with Governance and Partnerships Specialist in building GCERF's strategic partnerships in beneficiary countries

### General information:

- All appointments are subject to availability of funding.
- Our offices are located in Geneva, Switzerland.
- GCERF offers competitive salaries and benefits package.
- GCERF is committed to diversity within its workforce and encourages applications from all qualified candidates. We encourage applications from across the world as we are able to employ all nationalities.

### Application Process:

**Deadline:** 6 March 2023

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

**How to Apply:** Please visit the GCERF website at <https://www.gcerf.org/careers-and-opportunities/>.

Please send an email to [careers@gcerf.org](mailto:careers@gcerf.org) for any question you may have regarding this vacancy.