

**JOB DESCRIPTION**

<b>Job Title:</b>	Project Manager – China Programme
<b>Location:</b>	Vienna - Brussels or London would also be considered
<b>Management responsibility:</b>	1 Project Coordinator
<b>Reporting to:</b>	China Programme Head
<b>Key Relationships:</b>	East Africa: country programmes UK: Arms Control team; Communications and Operations teams; Conflict and Security Advisers. Project partners in Africa, China and Europe
<b>Contract Duration:</b>	Three year fixed-term contract with the possibility of extension dependent on funding
<b>Salary range:</b>	A competitive INGO salary will be offered
<p><b>Description of Saferworld and China programme:</b></p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and 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. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>Saferworld’s China programme draws on a decade-long engagement with Chinese official institutions, research institutes and scholars to support China making positives contributions to conflict prevention and peacebuilding, notably in the conflict-affected and fragile countries where it plays a major role. The China programme focuses on three main themes:</p> <ul style="list-style-type: none"> <li>• Arms transfer controls and promoting a culture of industry compliance</li> <li>• Promoting conflict-sensitive business practices</li> <li>• Peace and human security in the implementation of the China-led Belt and Road Initiative (BRI)</li> </ul> <p>The China Programme is managed from Saferworld’s office in Vienna (Austria).</p>	
<p><b>Job Purpose:</b></p> <p>The Project Manager will be primarily responsible for the effective implementation of two projects: 1. a three-year <i>Africa-China-Europe dialogue and cooperation project on preventing the diversion of arms and ammunition in Africa</i>; and 2. a multi-year project on <i>Tackling the illicit transfer and diversion of proliferation-sensitive goods and technologies: supporting government outreach and encouraging a culture of compliance among industry</i>. S/he will be the bridge between management and the teams tasked with the actual execution of the two projects, making sure that the scope of the projects is sound, reporting regularly on the progress of the projects and ensuring that they stay on approved schedules.</p> <p>In addition, the Project Manager will be responsible for the direct implementation of certain activities, such as participation in field research and policy dialogue, networking and advocacy that will necessitate working closely with African, Chinese and EU policy communities, including officials in charge of conventional arms export controls, scholars, parliamentarians, non-governmental organisations (NGOs), defence industry representatives and the media.</p> <p>The position is based in Europe (preferably in Saferworld’s Vienna office) but with regular and extended travel to Africa, China and relevant European countries.</p>	

**Key areas of responsibility:**

- 1: Assistance in strategic planning and programme development
- 2: Implementation, planning, monitoring and reporting of programme activities
- 3: Advocacy and Communications
- 4: Funding and administration
- 5: Organisational and people management

**Duties:****1: Assistance in strategic planning and programme development**

- Participate in the development of Saferworld's China programme strategy, annual planning and project ideas with a particular focus on areas related to arms transfer controls; this will involve:
  - Monitoring official and public debates in China and identifying opportunities for Saferworld to provide input into relevant policy debates
  - Identifying the capacity gaps and requirements of African governments and civil society (including think tanks, NGOs and universities) in relation to Africa-China dialogue on conventional arms control.
- Assist in developing engagement with Chinese policy actors.
- Contribute to the integration of cross-cutting themes (such as conflict and gender sensitivity, the 2030 Agenda and Sustainable Development Goals) and functions (such as communications and capacity building) across the organisation.

**2: Implementation, planning, monitoring and reporting of programme activities**

- Manage the day-to-day implementation of the two arms transfer control-related projects
- Manage the critical path of donor projects, ensuring key project outputs and wider contractual obligations are met; this will include:
  - Identifying and coordinating the inputs necessary for each activity, including the allocation of responsibilities among project teams and lines of reporting
  - Managing activities within agreed resource envelopes
  - Ensuring activities are effectively monitored and where necessary evaluated
  - Leading on the preparation of donor reports (both technical and financial).
- Coordinate outreach to stakeholders in Africa, China and Europe to identify actions to be undertaken to prevent diversion of arms and ammunition in Africa, including reaching out to people at the grassroots level and providing opportunities for them to contribute to the programme.
- Organise dialogue meetings, workshops and seminars in Africa, China and Europe to raise awareness of the problems associated with arms diversion and misuse in Africa and recommend practical actions required to reduce the risk of diversion, with a special focus on the role of arms suppliers in Africa, China and the EU.
- Develop relations with Saferworld's partners and wider civil society in Africa, China and beyond and work towards the enhancement of civil society and partner organisations, helping to better understand their needs and assisting them with the design of appropriate responses.
- Co-ordinate joint field research by African, Chinese and EU experts that will contribute to a better all-round understanding of the diversion and re-transfer of arms to unauthorised and destabilising actors in Africa.
- Co-ordinate and contribute to research reports and policy and thematic briefings with recommendations for actionable projects to better tackle illicit arms and ammunition in Africa.
- Facilitate donor monitoring and evaluations, as appropriate.
- Together with the Head of Programme, contribute to the assessment and monitoring of risks to the safety and security of Saferworld and partner staff and the development of appropriate responses to manage them.

**3: Advocacy and communications**

- Assist in the development and delivery of Saferworld's advocacy programme towards African, Chinese and European institutions.
- Assist in building Saferworld's relationships with government, civil society, parliament, media and the international community in Africa, China and Europe.
- Contribute to the design and oversight of the China Programme's communications plan as it relates to arms transfer controls.
- Contribute to effective communication and reporting on Saferworld's activities related to the two managed projects, within Saferworld and externally.

- In consultation with the Head of Programme, represent Saferworld at meetings, seminars, co-ordination fora and other events, acting as spokesperson as appropriate.
- Contribute to updating the China Programme webpages.

#### 4: Funding and administration

- Act as primary liaison with donors, communicating updates, requesting revisions to project activities and organising regular check-ins.
- Manage all project level finances as they relate to the two managed projects (in particular, establishing and managing budgets and monitoring expenditure).
- Assist with the identification and active pursuit of funding opportunities, including assisting with technical and financial proposal writing.
- Establish/maintain contact with relevant donors in liaison with the Head of Programme.

#### 5: Organisational and people management

- Line manage one Vienna-based Project Coordinator.
- Work with other departments and programmes in Saferworld to increase cross-organisational planning and learning.
- Ensure that staff and partners understand and comply with Saferworld's fraud, anti-bribery and anti-corruption policies and regulations, as upheld by the UK Charity Commission guidelines.
- Ensure assessments of risk are routine and reviewed on quarterly basis, and acted upon where necessary.

### PERSON SPECIFICATION

#### Experience

- Demonstrable experience of project management, including engagement with civil society, governments or specialist networks.
- Solid experience of working on arms transfer controls issues and of writing research, advocacy and communications materials.

#### Qualifications and knowledge

- A Masters' degree in international relations, development studies or a related discipline (or equivalent experience).
- Strong knowledge of arms transfer controls issues.
- Good knowledge of the discourse on security and security sector development, community security and conflict sensitivity.
- Good understanding of China, particularly in terms of key political, security and economic issues.
- Good knowledge of the discourse on China's engagement in fragile societies and the implications that this has for conflict prevention and peace-building.

#### Essential skills

- Excellent interpersonal skills and an ability to work in a non-partisan manner, appreciating gender, cultural and ethnic diversity.
- Very good managerial skills, with an ability to work individually, but also with experience of working effectively with and managing a team.
- Ability to manage multiple tasks effectively with attention to detail and an orderly approach to tasks.
- Strong research, analytical and writing skills.
- Fluency in English (written and spoken). Spoken Chinese a definite advantage.

#### Other

- Commitment to and compliance with Saferworld's safeguarding principles
- The right to live and work in the European Economic Area.

### TERMS AND CONDITIONS

**Annual salary:** A competitive INGO salary will be offered

**Leave entitlement:** There are 28 days holiday a year (Jan-Dec) in addition to agreed public holidays

**Hours:** Standard working week is 37.5 hours

**APPLICATION PROCESS:**

To apply: Download and complete an application form at [www.saferworld.org.uk/jobs/jobs](http://www.saferworld.org.uk/jobs/jobs) and send to: [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (please use subject heading Ref: PMCP)

**Deadline for applications:** 30 August 2019

We regret that only shortlisted candidates will be contacted.

**NOTE: we only accept completed application forms so please do not send your CV as it will not be accepted instead of or as well as a completed application form.**