

**JOB DESCRIPTION**

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| <b>Job Title:</b>                | CSRF Capacity Building Manager  |
| <b>Location:</b>                 | Juba, South Sudan   |
| <b>Reporting to:</b>             | CSRF Director   |
| <b>Management responsibility</b> | Capacity Building Adviser   |
| <b>Type of position:</b>         | International/national position   |
| <b>Grade and Salary:</b>         | £43,912.58 - 53,986.45 per annum  |
| <b>Contract terms and hours:</b> | <ul style="list-style-type: none"> <li>• <b>Terms of contract:</b> <ul style="list-style-type: none"> <li>○ Expatriate hire: Open, depending on the funding and satisfactory performance</li> <li>○ South Sudanese hire: fixed term, depending on funding and satisfactory performance</li> </ul> </li> <li>• <b>Probation:</b> 3 months</li> <li>• <b>Annual Leave:</b> 28 days per calendar year (January-December) in addition to agreed South Sudan public holidays.</li> <li>• <b>Hours:</b> Standard working week is 37.5 hours a week</li> <li>• <b>Medical insurance:</b> As per Saferworld South Sudan's medical insurance</li> <li>• <b>South Sudan Social Insurance:</b> 17% contribution from Saferworld</li> <li>• <b>International hires:</b> <ul style="list-style-type: none"> <li>○ <b>Medical Insurance:</b> Expatriate hires are also covered by Saferworld's global travel insurance:</li> <li>○ <b>Home leave:</b> Annual economy return flight to home of record.</li> <li>○ <b>Relocation:</b> Economy return flight at the beginning and end of employment to home of record.</li> <li>○ <b>Housing:</b> Saferworld will contribute a maximum of \$3,000/month to actual housing costs in Juba.</li> <li>○ <b>R&amp;R:</b> 5 days after 10 working weeks in Juba. Saferworld will cover the cost of a return economy regional flights and \$100/day allowance to a maximum of \$500 per trip.</li> <li>○ <b>Pension:</b> 9% contribution to a stakeholder pension fund</li> </ul> </li> <li>• <b>Taxes:</b> Saferworld deducts and remits South Sudan income tax for all its employees, regardless of nationality.</li> </ul>   |
| <b>Background:</b>               | <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>The Conflict Sensitivity Resource Facility (CSRF), funded by the British, Swiss, Dutch, and Canadian donor missions, is a Saferworld-managed project that supports the integration of conflict sensitive principles and practices into donor strategies and donor-funded programming in South Sudan. Conflict sensitivity is a programming approach that emphasises strong contextual analysis and programmatic flexibility to minimise aid's negative consequences and maximise its positive impacts. Conflict sensitivity is particularly important in volatile, conflict-affected contexts such as South Sudan where inadequate understanding of conflict and political dynamics can lead to donors and implementing partners inadvertently exacerbating the conflict.</p> <p>The CSRF programme is implemented by a consortium of NGOs led by Saferworld in collaboration with swisspeace and REACH. The CSRF completed a two-year pilot phase at the end of 2018 and has begun a five-year contract which runs from January 2019 to December 2023. The post-holder will be employed by Saferworld.</p> |

**Job purpose:**

The post holder will lead the CSRF's capacity building efforts with donors, their implementing partners and other aid actors in South Sudan. The Capacity Building Manager will be responsible for overseeing the targeted support component of the CSRF, working with its donor and selected UN Agencies, INGOs and NNGOs to conduct conflict sensitivity assessments, developing support plans and ensure these plans are implemented in collaboration with the donors or partners. The post holder will also be expected to provide leadership on supporting ad hoc capacity building requests from a wide range of donors and implementing agencies. Finally, the Capacity Building Manager will also be expected to provide strong leadership in delivering quality and creative accompaniment and mentorship processes for donors, and agencies.

**Roles and responsibilities:****Technical leadership and strategic input**

- Collaborate with Saferworld's Senior Advisers in London to draw on Saferworld's (and partners') existing methodologies and experience on conflict sensitivity for inclusion in capacity building activities/support.
- Support in developing joint guidance on conflict sensitivity in South Sudan and work with the Learning Advisor to disseminate these to donors and implementing agencies in South Sudan and internationally (in collaboration with consortium partners and team members).
- Train, mentor, and oversee the Capacity Building Adviser.
- Lead on the development and operationalize of one of the CSRF's thematic areas and its related analysis, outreach and research work.

**Capacity-building and training design, development, and delivery**

- Lead on design, development, and delivery of conflict sensitivity capacity-building processes for CSRF donors and their implementing partners.
- Deliver high quality, participatory training, mentoring, and accompaniment activities on conflict-sensitive programming for targeted donors and implementing partners.
- Provide guidance and support to targeted beneficiaries through capacity-building activities.
- Provide oversight and management of the CSRF's capacity-building portfolio, overseeing and providing quality assurance for all products.
- Ensure that assessments and action plans are implemented on time and to the necessary quality.

**Representation and beneficiary relations**

- Represent the CSRF at Management Committee or other external meetings in the absence of the CSRF Director.
- Raise the CSRF's profile among the donor community and international partners in South Sudan (and internationally as appropriate).
- Represent the CSRF's institutional support work to donors and others working in South Sudan.
- The post holder may be assigned by the Director to take up any leadership, representation or reporting roles from time to time.

**Safety, security and risk management**

- Ensure that capacity building activities adhere to Saferworld's global and South Sudan country programme's safety and security policies and procedures.
- Identify potential risks to the CSRF, staff, or partners and work with the CSRF Director to mitigate or otherwise address these.
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**Relations with Consortium members and Donors**

- Support the CSRF Director and other CSRF team members to develop and maintain strong working relations with CSRF donors and their implementing partners, and other operational agencies in South Sudan.
- Coordinate the inputs of staff from other Saferworld teams, notably the Senior Policy Adviser/s supporting the CSRF activities.
- Support the sharing of lessons, analysis, and skills development opportunities between CSRF staff and other Saferworld staff in South Sudan.

**Key working relationships**

- **CSRF team** – work collaboratively with the CSRF consortium to capacity building work with the project’s research, analysis, outreach, and learning agenda;
- **Saferworld Conflict Advisory Unit** – work collaboratively with the CAU to develop conflict sensitivity capacity building materials and courses that align with CSRF’s mandate;
- **Donors, UN Agencies and INGOs** – develop and maintain relationships with donors and other organisations working in South Sudan, on conflict sensitivity issues, or on the South Sudanese context more broadly.
- **Aid workers** – network with individual aid workers to support CSRF’s outreach with regards to capacity building, information sharing and learning around conflict sensitivity.
- **NGOs** – Work closely with and maintain positive working relationships with South Sudanese National NGO leadership and staff.

**Scope and accountability**

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| <b>Decision making and limits of authority</b>         | <ul style="list-style-type: none"> <li>• In consultation with the CSRF director, the post holder will lead on decisions relating to capacity building strands of CSRF work.</li> </ul>  |
| <b>Financial resources</b>                             | <ul style="list-style-type: none"> <li>• Responsible for the efficient use of financial resources related to capacity building and overseeing the NNGO mentorship programme budget of approx. £50,000.</li> </ul>   |
| <b>Other resources</b>                                 | <ul style="list-style-type: none"> <li>• Responsible for the quality and delivery of CSRF capacity building support.</li> <li>• Contribute to report writing, and quality and accurate information sharing.</li> <li>• Responsible for and in custody of Saferworld equipment, such as a Laptop, mobile phone and Thuraya satellite phone.</li> </ul> |
| <b>People management</b>                               | <ul style="list-style-type: none"> <li>• Manages the Capacity Building Adviser.</li> <li>• Oversee contractors or consultants related to the capacity building strand of work.</li> </ul>   |
| <b>Legal, regulatory and compliance responsibility</b> | <ul style="list-style-type: none"> <li>• Comply with Saferworld’s policies and procedures, including HR and safeguarding policies</li> <li>• If and when authorised, act as the senior manager with corporate responsibility, in the absence of the CSRF Director.</li> <li>• Authorises invoices and payments on behalf of CSRF</li> </ul>           |

**Person specification****Knowledge, qualifications and experience**

- A university degree in a related field, with significant professional experience in a conflict or fragile state setting;
- Relevant work experience in providing trainings, capacity-building and mentoring support, consulting, or systems development in South Sudan or a similar context;
- Knowledge of humanitarian principles, systems, and approaches;
- Knowledge of conflict sensitivity principles and approaches;
- Knowledge of donor systems and approaches to conflict sensitivity.
- Experience in applying a range of conflict sensitivity capacity-building and analysis methodologies to both donors and implementing partners;
- Experience of working with international donors, international organisations, and/or large multi-mandate development NGOs, in particular in conflict-affected and fragile contexts;
- Experience conducting institutional assessments of donors and implementing partners;

**Skills and abilities**

- Exceptional facilitation, training, and capacity-building skills;
- Excellent written and oral communication skills in English;
- Proven ability to work alongside, and to learn from, a wide range of people in a diverse team;
- Creativity, flexibility, self-motivation and the ability to prioritise workloads to meet deadlines;
- Proficiency with Microsoft Office, Excel, PowerPoint, and Outlook.
- Ability to multi-task and handle a number of complex projects with different stakeholders;
- Ability to lead/substantively engage in lessons learning processes;
- Ability to comfortably perform in remote field locations without usual amenities while on mission.

**Personal qualities**

- 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.
- Commitment to improving international engagement in conflict-affected contexts and experience-based ideas as to how this can be achieved

**Other requirements**

- Frequent travel sub-nationally in South Sudan to areas recently affected by violent conflict;
- Occasional travel in the East Africa region.

**Application process**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref:CSRF1020)

**Deadline for applications: 20 October 2020**

We will only accept a CV if it is accompanied by a fully completed application form.