

JOB DESCRIPTION

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| Job Title: | Project Coordinator (inclusive peace and justice) |
| Location: | Bishkek or Osh, Kyrgyzstan (to be agreed and confirmed) |
| Reporting to: | Central Asia Programme Manager (line manager) and Kyrgyzstan Project Manager (task manager) |
| Management responsibility (if applicable) | project management, partner and donor coordination |
| Grade and Salary: | USD 1,500-1,700 (gross) |
| Contract terms and hours: | Fixed term contract, standard working week is 37,5 hours |
| Please note: | This position is dependent on contract award and funding |

Background:

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 countries across East Africa, Central, South and South East Asia and the Middle East and North Africa.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld has been active in Central Asia since 2009. We have offices in Bishkek and Osh, and programmes in Kyrgyzstan, Tajikistan and Uzbekistan. We help build trust and improve services by bringing people and security providers together. We encourage accountability and cooperation between communities and authorities to ensure that people’s security needs are addressed, and work on addressing women and youth concerns. In Kyrgyzstan, we work to improve cooperation and understanding between ethnic groups, communities, the police and local authorities. Together with our partners, we develop and support civil society networks to address issues, which affect people’s security. We also advocate with government officials and civil society for improved policies and services for conflict-affected communities and for effective conflict prevention. Our work focuses in particular on working with women and young people, who are often left out of decision-making processes.

Job purpose:

The Project Coordinator will coordinate the effective implementation and delivery of Saferworld’s activities project relating to supporting young people’s peace and mental health needs in Kyrgyzstan. This includes regular communication with partners and support for: activity and financial planning, delivery and adaptation; monitoring, evaluation and learning; and advocacy and communications. The post holder will work with civil society organisations (CSOs), local authorities and partner organisations to promote youth-led change, providing support to young people to devise and lead responses in peacebuilding and mental health and psychosocial support, and that seek to address the barriers affecting inclusive participation in decision-making processes. S/he will also ensure programmatic issues at the local level connect to state and national level advocacy, informed by programme evidence and learning, thereby contributing to sustainable impact within and between the communities and government institutions.

The role is based in a small office where a flexible teamwork approach will be required. The Project Coordinator will work in partnership with civil society organisations in ways that reflect the principles of power-sharing and accompaniment.

Roles and responsibilities:

Coordinate effective planning, delivery and adaptation of the programme

- With the Project Manager, support the team and partners to delivery timely and high quality activities, including project planning and adaptation, facilitating workshops, trainings, and quality monitoring, evaluation and learning systems;
- Coordinate the development and regular adaptation of project work plans with staff and partners;
- Build and maintain effective relationships with partner organisations, and contribute to demand-driven capacity strengthening of Saferworld's partners in Kyrgyzstan.
- With the Project Manager, facilitate and coordinate regular security and safeguarding risk management processes
- Assist in the design and delivery of training and other support activities for authorities, civil society, and communities.
- With the regional MEL adviser, work with partners to ensure that the project's progress is monitored and changes are captured, and that best practices and lessons learnt are integrated into future project activities;
- Ensure timely input into organisational and donor reporting requirements;

Monitoring, evaluation and learning

- Monitor the impact of Saferworld's work supporting young people's peace and mental health priorities in Kyrgyzstan in the region/districts of operation, and help to coordinate outcome harvesting and lessons learning processes with Saferworld staff and partners;
- Maintain a database of project outcomes and targets in relation to Saferworld's work supporting youth people's peace and mental health priorities in Kyrgyzstan
- Coordinate staff and donor monitoring visits and evaluations as appropriate;
- Write timely and accurate activity reports and support the Project Manager in the drafting of donor reports
- Support the development and implementation of monitoring, evaluation and learning (MEL) systems/processes for the Kyrgyzstan country programme in coordination with regional MEL coordinator;
- Foster coordination cross-learning between Saferworld's work in the region with other regions/offices/projects and between Saferworld partner organisations.

Finance and administration

- With the Finance Manager and finance team, act as principal budget holder for the projects funds
- Ensure timely and accountable financial reporting by partners; supporting partners as required
- Monitor project budgets on a monthly basis to ensure optimum expenditure of funds and participate in monthly grant management meetings with the grant manager and finance teams;
- Lead on the forecasting / re-forecasting of activity funds in line with internal requirements;
- Closely monitor programme work plans, budget forecasting, expenditure of activity costs, budget utilisation/burn rates, and variance reporting.

Communications and advocacy

- Help identify opportunities, develop relationships with stakeholders for promoting project goals and objectives in the country, and develop appropriate strategies – in cooperation with local partners and other local and international actors.
- Monitor and analyse official and public debates on issues relevant to Saferworld's work in Kyrgyzstan and identify opportunities for Saferworld to provide input into the policy debate in the region.
- Draft short updates on project activities and changes for Saferworld's internal news.
- When requested, represent Saferworld at meetings, seminars, workshops, and other events.

Support programme development in Kyrgyzstan

- Support the Central Asia Programme Manager and Project Manager in the development of programme strategy and approaches to community peacebuilding in Kyrgyzstan and the wider region where relevant
- Contribute to the development of new proposals and budgets, in conjunction with the Central Asia Programme Manager and Programme Development Manager;
- Represent Saferworld for purposes of advocacy and fundraising as necessary;
- Contribute to other Saferworld programme development processes projects, as required;

Key working relationships

- **Colleagues in the Kyrgyzstan programme** – working collaboratively on programme implementation, monitoring, assessment and reporting;
- **Partner organisations** – working collaboratively to co-design and effectively deliver programme activities, facilitating participatory budgeting processes, and supporting demand-driven capacity strengthening activities
- **Regional colleagues and relevant London-based staff** – contributing to the development of a learning strategy which captures the outcomes of Saferworld’s work, along with the learning it generates in order to enable our programming to respond to changes as they arise;
- **Colleagues in the finance team in country**– working collaboratively on budgeting, compliance and financial reporting
- **Local authorities and other external stakeholders, including donors** – networking, sharing information, collaborative working as appropriate;

Scope and accountability

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| Decision making and limits of authority | The Project Coordinator is responsible for supporting on project management and implementation in collaboration with the Central Asia Programme Manager and Project Manager. S/he supports on programme design and implementation and ensures continuing relevance to Saferworld’s strategic priorities. |
| Financial resources | Fully accountable for project budgets, with ultimate responsibility being with the Central Asia Programme Manager. Budget managed: <ul style="list-style-type: none">• <i>annual budget of estimated USD 300,000</i>• <i>Processing of financial transactions to value of estimated USD 300,000 per annum</i> |
| Other resources | N/A |
| People management | N/A |
| Legal, regulatory and compliance responsibility | <ul style="list-style-type: none">• Ensure compliance of project activities with Saferworld’s and donor procedures. |

Person specification

Knowledge, qualifications and experience

- A degree in international relations, or demonstrable work experience in development studies, peace and conflict studies or a relevant political or social science discipline (or equivalent professional experience);
- An excellent understanding of the Kyrgyzstan context and a strong grasp of governance, youth programming, mental health, conflict, peace and security issues;
- Substantial programme management experience, preferably in a non-governmental organisation;
- Proven experience of designing, developing and implementing programmes
- Solid understanding and experience of civil society and government engagement, networking and capacity-strengthening on governance, mental health and psychosocial support to vulnerable groups, youth development, security, justice and conflict prevention issues.
- Demonstrable experience of developing agendas and content for planning workshops, and facilitation of same.
- Demonstrable experience of working with partners in ways that reflect the principles of power-sharing and accompaniment.
- Proven experience of building and managing relationships, including remotely, with colleagues and/or partner organisations
- Experience in mainstreaming gender and gender sensitivity in programmes, research and analysis
- Experience in supporting MEL activities.

Skills and abilities

- Fluency in English, Kyrgyz and/or Uzbek (written and spoken) and Russian are essential.
- Ability to develop strategies and translate strategy into practice
- Excellent communication skills, with clear strategies for working remotely with colleagues and partners, including in different countries and time zones
- Excellent interpersonal skills and ability to work in a non-partisan manner appreciating cultural, ethnic, religious and gender diversity;
- Strong understanding and sensitive approach to delicate issues and safety of project participants, especially in relation to mental health, challenges faced by young people, and marginalisation/stigmatisation.
- Ability to work on his/her own, with demonstrated teambuilding and organisational skills;
- Enthusiasm to learn and apply new knowledge and skills;
- A positive problem-solving approach;
- Demonstrable ability to write research reports, policy papers, briefings and articles tailored to different audiences
- Excellent participatory workshop facilitation skills

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

Other requirements

- Ability to undertake frequent travel within and outside of Kyrgyzstan

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at jobs@saferworld.org.uk with subject Ref: Project Coordinator Kyrgyzstan

Deadline for applications: February 12, 2022