

Peace Brigades International

Kenya Project

making space for peace

Post Title: Country Coordinator	Location: Nairobi, Kenya
Hours: Full-time	Contract: Fixed term for 2 years
Starting date: 15th November 2019	

Background

Peace Brigades International (PBI) is a non-governmental organisation, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity development and other support for threatened organisations, defenders and communities pursuing social justice and defence of human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico and Nepal. PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by the international coordinating office based in Brussels. PBI uses a non-hierarchical model of organising and decisions are made by consensus. PBI is an independent, egalitarian, volunteer-based organization not affiliated to any religious or political institution.

PBI Kenya consists of a small team based in Nairobi. Current programmatic work is mainly in and around Nairobi, but may include travel to other areas in Kenya and the wider East African region. The Civil Peace Service (CPS) is a Programme funded by the German Government to support non-violent conflict resolution.

Purpose of the Country Coordinator role

PBI Kenya is seeking to recruit a suitably qualified CPS worker as Country Coordinator to take responsibility for the overall project management of field operations in Kenya, especially in the framework of the CPS program. The Country Coordinator will play a key role in supervising, organizing and coordinating the project, including guidance to international and national staff as well as strategy development.

Main duties, tasks and responsibilities

Management and human resources

- Design, implement and manage the strategic plan for PBI Kenya in collaboration with the team, its Board, the (remotely-based) PBI Germany section and the International Secretariat of PBI.
- Supervise, lead and manage the PBI Kenya team field work.
- Human resource management, ensuring implementation of human resource policies, coordinating staff selection processes with the PBI Kenya Board.
- Supervise the compliance with the terms and conditions for PBI Kenya as registered NGO.
- Lead on internal development processes in coordination with PBI Kenya Board.
- Ensure coordination and communication with relevant entities within PBI International and the PBI Kenya Board.

Fundraising and Finance Management

- Maintain relationships with existing PBI Kenya funders and stay abreast of funding options.
- Assume budget responsibility in coordination with the finance manager.
- Supervise the fulfilment of contracts with donors, ensuring all financial and narrative donor requirements are met.

Strategy, Planning, Monitoring and Evaluation

- Coordinate the organization's strategic planning process
- Participate in the development, implementation and monitoring of the joint country strategy of the German CPS together with the other CPS agencies present in Kenya.
- Stay abreast of contextual developments which affect the organization's strategy.
- Supervise the Planning, Monitoring and Evaluation processes for PBI Kenya's projects.

Advocacy and Networking

- Coordinate with the Program Manager and Project Officers PBI Kenya's representation towards national and international governmental and non-governmental stakeholders, including networks, international and multilateral organizations. In coordination with the Program Manager develop further the advocacy strategy.

Essential Qualifications / Person Specification

- At least five years' work experience with international NGOs / Human Rights Organisations in a management position.
- Thorough understanding of the Kenyan political and social context with regards to Human Rights.
- Proven experience in human resource management.
- Excellent skills in strategy development and implementation.
- Demonstrable experience in finance management and fundraising.
- Excellent written and verbal communication skills in English.
- Effective interpersonal and communication skills.
- Ability to function in highly stressful and/or threatening situations.
- Ability to work in multi-cultural teams and cross-cultural environments.
- High level of flexibility and willingness to work outside normal hours (evenings, weekends).
- Ability to work both in a team (in a consensus model) and independently.
- Excellent time management/ multitasking skills.
- Knowledge of the CPS program and experience working with German ministerial development partners.

Desirable Qualifications

- Knowledge and experience in working with PBI would be of advantage.
- Experience working with W/HRD-Grassroots organisations.
- Knowledge of Kiswahili, Spanish, French or German would be an advantage.

PBI's offer

- Comprehensive benefits package according to the German Development Aid Worker's Act (comparative to a competitive NGO salary).
- Up to three months of professional training before deployment.
- 30 days of vacation per annum.
- Possibility to work in an international environment.

To apply, please send motivation letter and CV to the Hiring Committee with subject *Country Coordinator* under following Email: PBIKenya-recruitment@protonmail.com

You should indicate, point by point, how you meet the requirements set out in the person specification. Please add names of three referees, including their current contact details. We regret that only shortlisted applicants will be contacted.

Deadline: 11th October 2019 Interviews: In the week from 14th to 18th October