

## Recruitment Notice

<b>Position</b>	Members for the Kenya Project Board
<b>Application Deadline</b>	13.03.2019

The Kenya Project Board (KPB) is currently recruiting new members with a combination of the following skills and experience gained in PBI and/ or in other organisations:

Human Resources | Legal | Strategy development | Finance | Fundraising | External communication | Gender and Diversity | Consensus decision making

We are especially keen to hear from individuals with the above experience who can bring a good understanding of the East African context.

### 1. Organisational overview

Peace Brigades International (PBI) is a non-governmental organization that protects human rights and promotes non-violent conflict transformation. PBI provides protection to human rights defenders and activists that strive to promote social justice and human rights in areas of violent conflict. Integral to PBI's protection strategy are political support networks set up and activated by 13 country groups in the Americas, Europe, and Australia.

In addition, both the country groups and the international coordinating office based in Brussels are responsible for volunteer recruitment, outreach, publicity, and fundraising. Besides Kenya, PBI currently has field operations in Colombia, Guatemala, Honduras, Indonesia, Nepal and Mexico. For further information see [www.peacebrigades.org](http://www.peacebrigades.org).

The **Kenya Project Board** is accountable to the Kenyan Government. The PBI Kenya Project is also bound by the Bylaws of PBI global and accountable to the General Assembly of PBI. An MOU between the PBI Kenya Project and PBI's International Secretariat clarifies some of these additional structural and relationship responsibilities. The KPB has responsibility for legal and financial matters, personnel, project strategy, and from an ethical point of view also towards the various counterparts e.g HRDs, donors.. Board members are volunteers and most, if not all, of their work will be carried out via conference calls. Decisions are taken by consensus.

The Project Board will participate in decisions around project strategy, but the day-to-day management of the project will largely be left to project staff and field volunteers.

### **The key functions of the KPB are the following:**

- ensure the conduct and activities of the Kenya Project are consistent with and advance PBI's mission and articulated norms, as well as the strategic plan developed by the Kenya Project and approved by PBI's General Assembly.
- ensure that the project fulfills its legal and ethical obligations
- provide continuity for the management and implementation of PBI's policies in the project
- monitor and evaluate the project's performance
- approve the project budget and oversee project finances jointly with finance manager
- oversee and support the project staff and field volunteers
- oversee the safety and security of the team and staff
- participate in political analysis and strategy decisions

## **2. Criteria for KPB members**

### **2.1. Essential – general**

- skills and experience in the governance and management of NGOs
- political awareness and familiarity with global issues relating to peace and human rights
- skills in political analysis and capacity to analyse complex situations
- commitment to and understanding of the principles and mandate of PBI
- a sound understanding of strategic planning and oversight
- ability to commit at least 4 hours a week to the work of the KPB, take part in regular conference calls and participate in an annual project-wide meeting (next one to take place April 2019)
- ability to serve on the Project Board for 3 years
- fluency in English, the working language of the project

### **2.2. Specific – desirable to have specific expertise in one or more of the following areas**

- experience in non-profit financial governance and personnel management
- legal expertise in non-profit organisations
- experience in fundraising
- experience in advocacy, external communication and social media skills
- knowledge of the political and human rights situation in Kenya (and East Africa)
- experience in consensus decision-making
- experience with a PBI project or country group
- expertise in gender and diversity issues

## **3. Why become a member of the Kenya Project Board?**

While being a KPB member is sometimes intense and occasionally demanding, being part of this still fairly young project offers a unique opportunity to bring in new and creative ideas on how to adapt PBI's model to the Kenyan context which is characterized by a vibrant human rights community operating in a highly volatile and increasingly challenging environment. As a KPB member you can expect to:

- ❖ work directly with a highly committed group of people dedicated to putting into practice the

- ❖ protection of human rights and promotion of non-violence
- ❖ gain skills and experience in the governance and management of an international human rights organization
- ❖ gain an understanding of and contribute to the strategic direction of PBI's Kenya Project thereby contributing to the support and protection of human rights defenders in Kenya

#### **4. Expenses**

KPB members are all volunteers and receive no remuneration. All reasonable communication, travel and other costs incurred while carrying out KPB work will be covered by PBI.

#### **5. Applications**

Please send your CV and a brief statement explaining why you would like to join the Board of the Kenyan Project and how you meet the criteria by **13.03.19** to:

**Email:** [Kenya.advocacy@peacebrigades.org](mailto:Kenya.advocacy@peacebrigades.org)

**Subject:** Application KPB member

Shortlisted candidates will be invited to an interview with representatives of the Kenya project mid-March 2019