

Post Title: In-Country Coordinator	Location: Nairobi, Kenya
Hours: Full-time	Contract: Fixed term for 2,5 years
Starting date: 1st of March 2015	

As a part of the German Civil Peace Service Professional program, this post is only open to citizens of one of the member States of the European Union (or Switzerland) and people who are 30 years of age or older. Please note that due to security considerations it is a PBI policy that no nationals are eligible to apply for in-country positions.

Background

Peace Brigades International (PBI) is an international non-governmental organization that has promoted non-violence and protected human rights defenders since 1981. In response to the needs of human rights defenders, we provide unarmed protective accompaniment and other support on the ground through trained field volunteers and a broad network of international support. Protective accompaniment deters attacks against human rights defenders by sending a powerful message that the world is watching and prepared to act. Integral to PBI's protection strategy are political support networks set up and activated by 16 country groups in North America and South America, Europe, and Australia, who are also responsible for volunteer recruitment, outreach, publicity and fundraising. PBI is an independent, egalitarian, volunteer-based organization not affiliated to any religious or political institution.

Upon request, PBI established a new project in Kenya in 2013 to provide protection and support to human rights defenders (HRDs). In 2015, a small PBI field team will provide support to grassroots HRDs in urban centres in West Kenya and Nairobi.

Purpose of In-Country Coordinator role

PBI is seeking to recruit a suitably qualified In-Country Coordinator to take responsibility for the project management of field operations in Kenya. The In-Country Coordinator will play a key role in supervising, organizing and coordinating the project in conjunction with project committee members, a small team of international field volunteers, a finance worker and an Out-of-Country Coordinator (*to be hired if sufficient funding can be secured*).

Main duties, tasks and responsibilities

- 1. Management of field operations**
 - Coordinate the in-country organisational structure.
 - Communicate with and inform the project committee on a regular basis.
 - Together with the finance officer, oversee the financial management of field operations, including monitoring income against expenditure and financial reporting.
 - Supervise data collection to monitor and evaluate progress against PBI Kenya objectives.
 - Ensure development and implementation of operational plans for all field activities.
 - Advise on the implementation of PBI Kenya policies and procedures.
 - Coordinate emergency activations in case of grave situations affecting accompanied organisations.
- 2. Strategic development**
 - Coordinate the project strategic planning process.
 - Supervise the development and adjustment of policies and procedures.
 - Coordinate the evaluation of the work in summer 2015 and other possible

research that is needed to determine whether there is an on-going need for protective accompaniment or other protection and support delivered by PBI in Kenya or other countries in the region.

- Ensure the set-up of a Monitoring and Learning Framework for PBI Kenya.
- Participate in the implementation and monitoring of the joint country strategy of the German Civil Peace Service together with two other agencies present in Kenya.

3. Working with the Team

- Coordinate / supervise human resource issues of the field volunteer team.
- Support the activities of the volunteer team in Kenya.
- Provide input for major field team decisions and political analysis.
- Supervise strategic and operational planning at team level.
- Assist with the training of field volunteers.
- Provide on-call assistance in emergency situations.
- Attend a selected number of team meetings.

4. External representation

- Represent PBI to the Kenyan authorities in any processes related to legal affairs.
- In coordination with the field volunteer team, represent PBI to government, security forces, diplomatic contacts and partner organisations in Kenya.

5. Fundraising

- In coordination with PBI fundraisers work on donor relationship development including external representation and contributing to funding proposals.
- Supervise the fulfilment of contracts with donors, ensuring all financial and narrative donor requirements are met.

6. Finance and Administration oversight

- Coordinate with the finance officer and the International Finance Manager at PBI's International Office to maintain comprehensive, accurate and up-to-date files, records and systems.
- Assume budgetary responsibility for all in-country finances.

7. Liaison with different PBI entities

- Act as a link between the International Office and the Kenya Project.
- Communicate with PBI Country Groups and other PBI entities.
- Participate in relevant PBI committees and working groups at the international level.
- Manage project emergencies, in coordination with PBI's Emergency Response Committee.

Some of these tasks (especially in regard to strategic development, fundraising and liaison with other PBI entities) will be shared with the Out-of-Country Coordinator, if and when this person has been hired.

Person specification

Essential:

**Knowledge/
Experience**

Project Management experience.

At least two years experience in work related to human rights, peace, and nonviolent conflict transformation work and/or other related NGO work, preferably with international field experience.

Knowledge of the Kenyan human rights situation and the socio-political context /background in Kenya and/or across Africa.

Understanding of PBI's mandate and non-partisanship.

Experience with consensus decision making.

Skills	Skills and experience in strategic planning and political analysis. Financial management skills. Effective interpersonal and communication skills. Excellent spoken and written English.
Abilities	Competent in the use of Microsoft packages including Word, Excel and Powerpoint and use of the internet. Ability to function in highly stressful, uncertain and/or threatening situations. Ability to work in multi-cultural teams and cross-cultural environments. Ability to make decisions in a complex environment and react to a change in priorities. Ability to work with minimum supervision and be self-motivated to meet tight deadlines. Ability to multi-task in a fast-paced environment.
Other	Commitment to non-violence. Willingness to participate in field visits to rural/isolated areas. Ability to cope with basic living conditions and weather extremes. Willingness to work outside normal hours (evenings, weekends). Willingness to be trained in and implement PBI's IT security policies
Desirable:	Conflict resolution skills. Knowledge about the German Civil Peace Service.

What will PBI provide?

Two months of training after six months of deployment
Travel to and from Kenya at the beginning and end of contract
Two return flights home during 30 months service
Health and liability insurance
4 weeks holiday per year
Repatriation package
Debriefing and support with reintegration after service
Modest salary

Interested candidates are requested to send their CV and a brief personal statement to Marie Becher at marie.becher@pbi-deutschland.de. Closing date: 10 December 2014

The personal statement should explain how you meet the essential and desirable criteria listed in the person specification, providing clear examples that demonstrate each point. You should write no more than 750 words in total.

Applicants who do not provide this information will not be considered.