Job Description: Project Manager, Mindanao

Job Title: Project Manager, Mindanao
Location: Manila or Cotabato, Philippines with some travel to London
Reporting to: Programme Director, the Southeast Asia and the Pacific Programme
Duration: Fixed term contract until 31 December 2020
Responsible for: Mindanao Programme Officer

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. We make peace possible. Conciliation Resources has been working to build peace for 25 years, and currently operates in eight global regions, with a staff team based mainly in the UK, of over 60 people from different countries and cultural backgrounds. Central to our work is our approach to partnership – we currently work with over 70 partners around the world.

In the predominantly Muslim region of Western Mindanao in the Philippines, we are working with communities to resolve local conflicts, and strengthen relationships between them and local authorities. Conciliation Resources has been working with local partners in Mindanao for the past five years, supporting communities to contribute to the peace process and play an active and meaningful role in the creation of a new Bangsamoro. The work particularly focuses on increasing the engagement of marginalised groups including women, youth and indigenous peoples.

In 2018, Conciliation Resources, alongside our local partners, began new work which aims to empower communities in Mindanao to resolve local conflicts, and improve governance in collaboration with government authorities.

Job Purpose

The Project Manager, Mindanao, is responsible for developing and managing Conciliation Resources’ peace building and conflict resolution work in Mindanao. This includes managing a programme of work focused on community peacebuilding in specific communities in the Bangsamoro in Mindanao. This work includes working closely with partner organisations in the Bangsamoro. The position will also manage the development of further peacebuilding work in the Bangsamoro, including supporting the normalisation process, and contributing to research and analysis on peace and conflict drivers and dynamics. The post holder is responsible for overseeing the full project cycle for these activities, including design, planning, implementation, monitoring and evaluation, narrative and financial reporting. They act as a resource to partner organisations and representing the programme in meetings with a range of interlocutors in the field. The post-holder contributes to strategic development, implementation and resourcing of the Mindanao programme as a whole, and manages a Programme Officer, consultants and volunteers. The post can be based in Manila or Cotabato and will involve frequent travel to Mindanao.
Specific Tasks and Responsibilities

a. Strategic and operational planning

Lead on the design and development of projects that strengthen Conciliation Resources and its partners’ work in the region, and consolidate the programme’s success in achieving its objectives.

Contribute to the Mindanao programme’s strategic and operational planning processes, including participation in the annual planning cycle and monitoring and evaluation processes, along with coordinating partner and other external input.

Participate in team and other internal meetings or working groups.

b. Programme management and partner support

Manage a portfolio of projects, overseeing the implementation at all stages (design, setting budgets, implementation, monitoring, reviewing and reporting).

Provide support, advice and facilitation to partner organisations, in achieving mutually agreed outputs and outcomes and ensure that these are implemented in compliance with contractual criteria agreed with donors.

Manage the work of consultants employed to support specific project activities. Lead on establishing and overseeing a monitoring and evaluation system in coordination with local partners.

Manage the delivery of communications deriving from the programme (including written publications, multi-media material, website and intranet entries and other public resources).

Develop and maintain collaborative partnerships with credible and reliable local, national, regional or international organisations, ensuring the operation of formal agreements affecting the operation of the programme.

Produce regular narrative reports on project activities, including the collation of partner narrative reports, for submission as internal and donor quarterly and annual reports.

Input contacts and information onto our databases, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.

c. Policy and analysis

Keep informed of political, social, economic and security developments in the region that influence the peacebuilding and conflict transformation objectives of the programme, while sharing information and analysis drawn from fieldwork experience.

Working with the Programme Director and the rest of the Southeast Asia and the Pacific programme team to ensure delivery of policy messages, analysis and lessons learned to relevant interlocutors, including donors, partners and government officials.
Engage in programme and organisational learning, through programme reviews, regular monitoring and evaluation at key points, as well as contributing to organisation learning events (including short downloads, brownbag lunches, organisational retreats, Accord articles and other activities).

d. Representation and networking

Maintain an effective liaison with donors and relevant governmental authorities to facilitate the timely implementation of project activities. Develop and maintain collaborative relationships with project partners and other interlocutors.

Represent Conciliation Resources and effectively communicate its strategies and key messages to donors, politicians, diplomats, community-based organisations and other target groups through one-on-one meetings and speaking at events.

In consultation with the Communications team and the Programme Director, respond to requests from institutions, researchers, journalists and others.

Drawing on the support of the Accord, Policy and Learning (APL) team, contribute to the development and implementation of communication and advocacy strategies for Conciliation Resources’ Mindanao work.

Produce content for communications about the programme (including written publications, multimedia material, website and intranet entries and other public resources) and ensure that the programme’s public outputs are developed through appropriate interface with other parts of Conciliation Resources. Ensure that the programme’s section of the Conciliation Resources website is kept up to date.

e. Financial management and fundraising

Lead on securing funds for the Mindanao work, in collaboration with the Programme Director and programme team, by drafting proposals, taking lead responsibility on some applications, and building relationships with donor representatives.

Manage the budget for specific projects, including developing new budgets, monitoring and forecasting expenditure, overseeing financial reporting, and ensuring sound financial management in compliance with internal and donor finance procedures.

Develop and maintain strong relationships with current and potential donors, particularly those based in the region.

Maintain appropriate project documentation and filing systems ensuring that the programme complies with and participates in maintaining internal administrative and financial systems and policies.

f. Personnel management

Manage a Programme Officer, providing operational management, ensuring professional development and performance management, including through fortnightly meetings and annual appraisals.
Ensure they, staff and consultants adhere to Conciliation Resources’ security and safeguarding policies and guidelines when working, and particularly when travelling to Mindanao. Be mindful of and plan around the security implications for partners of engaging with Conciliation Resources.

g. Other

Perform additional tasks, consistent with the skills and expertise of the post-holder, as requested by the Programme Director.

Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources’ Code of Conduct.

Person Specification

Essential knowledge, skills and experience

- Substantial experience of project management including project planning, implementation, monitoring and evaluation and narrative and financial reporting.
- Practical experience of designing and implementing conflict resolution and peacebuilding interventions, including experience of working with international, national and local partner organisations in conditions of current or recent conflict.
- Experience of living or working in the Philippines or in the Southeast Asia region.
- Experience of and sensitivity to communicating with multicultural and diverse audiences (including senior government officials, politicians, opposition groups, national and local NGOs and conflict-affected communities).
- Experience of planning, running, and facilitating effective meetings and workshops.
- Demonstrable experience of preparing, managing and monitoring budgets, local partners’ activities and of financial and narrative reporting to donors.
- Experience of developing new project ideas, building relationships with donors and writing proposals and budgets to secure new funds.
- Appreciation of confidentiality, political sensitivity and the complexities of working in a situation of unresolved conflict or political transition.
- Excellent spoken and written English.
- Post-graduate study or equivalent by experience in conflict resolution, international relations, development studies, international humanitarian law, gender, peace and security or other related fields.
- Willingness to work irregular hours on occasions and for frequent international travel.
- Experience of working in a conflict-affected area, and experience of hostile environment training or willingness to undertake hostile environment training.

Desirable knowledge, skills and experience

- Knowledge of Philippines and Mindanao context and connections with in-country and international stakeholders.
- Experience of working in partnership with local CSO, in particular on peace building projects.

November 2019