

Job description: Consultant (Programme Manager Role), West Africa Programme (Paternity Cover)

Job Title: Programme Manager, West Africa Programme (Paternity Cover)

Location: Accra, Ghana

Contract: Fixed-term, 5 months (paternity cover)

Reporting to: Programme Director, West Africa Programme (WAP)

Responsible for: Supporting partners and the WAP team

Gross salary: TBD

Conciliation Resources

Conciliation Resources is an independent international peacebuilding organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide. We currently have over 80 full and part-time staff members, working mainly out of the UK, Australia, Kenya and Ethiopia offices. We work with over 70 locally-based and international partners worldwide.

The West Africa Programme

Conciliation Resources' work in West Africa focuses on inclusion and addressing the root causes of conflict, anchored in a strong partnership model that supports cross-border, national, sub-national and community peace and governance structures. We currently have active projects in the tri-border area of Burkina Faso, Côte d'Ivoire and Ghana, with strategic partnerships in Nigeria working with local, national and regional partners on dialogue, mediation and youth-inclusive peacebuilding processes.

Job overview

The Programme Manager provides programmatic, administrative and analytical support necessary for the implementation of the West Africa Programme, covering for the Programme Manager during a period of paternity leave. The post holder plays a key role in liaising with partners across the tri-border area and northeast Nigeria, supporting the day-to-day management of programme activities, information and reporting.

Support the Programme Director and Programme Officer, partners, other consultants and occasional volunteers working with the team, and contribute analysis on regional dynamics — including the Alliance of Sahel States (AES), Nigeria, the Mano River Union and youth-focused peacebuilding issues — to inform the programme's strategic and policy work.

The Programme Manager is based in West Africa and reports to the Programme Director, West Africa Programme, working closely with the Africa Department and London-based teams.

Safeguarding

CR is deeply committed to keeping people safe from harm, whether they are personnel or those who come into contact with our work. The Programme Manager is responsible for contributing to a positive safeguarding culture in their team and assisting with the implementation of safeguarding practices within the areas in which the programme works.

Specific responsibilities and tasks

a. Programme administration and partner support

- Provide logistical, financial and administrative support to the full range of West Africa Programme activities, including arranging travel, accommodation and other tasks required to organise meetings and workshops. Prepare event materials and participant packages, participate in events, take notes and produce reports of events where needed.
- Assist the Programme Director in producing and regularly updating project documentation, including partnership agreements, workplans, budgets, transfer schedules, financial and narrative reporting forms, consultant contracts and associated Terms of Reference.
- Provide support and advice to partner organisations across the tri-border area (Ghana, Burkina Faso, Côte d'Ivoire) and northeast Nigeria (in person, by phone/Zoom and by email) implementing activities within the programme.
- Keep informed of political, social and security developments across West Africa and the wider region, assess risks for staff, partners and consultants, and input changes into programme security plans, contingency plans, travel checklists and risk matrices as required.
- Support the monitoring, evaluation and reporting of the programme, including contributing to outcome harvesting and reflection processes, and collecting and recording data in Conciliation Resources' online outcome harvesting database (PODIO).
- Draft contracts for consultants and other service providers, and supervise occasional volunteers as required, ensuring adherence to Conciliation Resources' security and safeguarding policy and guidelines.
- Comply with internal information management systems, handling information in line with Conciliation Resources' Data Protection and Privacy Policy, and help maintain efficient electronic and paper filing systems.

b. Financial management and compliance

- Support partners' financial reporting, including compliance with donor requirements for procurement, justifications for eligible expenses and supporting documents.
- Support the timely and accurate processing of financial transactions for the programme, including trip reports, transfer requests, travel advance requests and other programme expenditure documents, in liaison with the Nairobi and London-based Finance teams.
- Maintain a programme-wide calendar of reporting deadlines, and log, file and acknowledge receipt of partner narrative and financial reports.
- Support programmatic financial management, including monitoring and ensuring appropriate sign-off of expenditure.

c. Strategic and operational planning

- Contribute to security and safeguarding processes for Conciliation Resources' work in West Africa, including maintaining the Programme Security Plan, Contingency Plan and travel checklist.

- Contribute to the West Africa Programme's strategic and operational planning processes, including participation in the annual planning cycle and monitoring and evaluation processes.
- Support continuity of programme delivery during the cover period, flagging emerging risks or decisions that require the Africa Department Director's attention.

d. Policy and analysis

- Produce a background paper on West Africa's evolving political and security landscape, covering: the Alliance of Sahel States (AES) and its implications for regional cooperation and cross-border programming; political and security dynamics in Nigeria; developments across the Mano River Union; and youth-focused peace and governance issues relevant to the programme's tri-border and Nigeria work. The paper should draw on CR's existing analysis and partner relationships to inform programme strategy, donor engagement and advocacy positioning.
- Participate in organisational learning events as required (such as retreats and brownbag lunches) and help review and input into the programme's advocacy approach and materials.
- Support learning in relation to the programme's work, to enhance effectiveness and impact, and help communicate impact and lessons to the wider organisation.

e. Representation and networking

- Support the Programme Director in maintaining Conciliation Resources' representation with local and national authorities, partners and other stakeholders across the tri-border area and Nigeria.
- Work with the Communications team to develop communications material related to the programme's work, including updating relevant sections of the Conciliation Resources website and intranet.
- Collate, draft text for reports and proof-read narrative reports and publications as requested.
- Maintain working relationships with partners, NGOs, donors and other development agencies working in West Africa, and participate in relevant coordination meetings and platforms.

f. Keeping people safe

- Regularly assess risks to programme staff, partners and consultants, and keep the Africa Department informed of potential risks.
- Liaise as needed with local counterparts to build working relationships and identify opportunities for collaboration on safety and security issues, ensuring travel protocols and security plans remain up to date.

g. Other

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

- Experience of working in a programme, administrative or support role within an international development, humanitarian or peacebuilding organisation.
- Experience supporting financial management, including preparing budgets, monitoring expenditure and supporting financial reporting.
- Strong understanding of and interest in peacebuilding, conflict transformation and governance issues in West Africa.
- Knowledge of, and interest in, current political and security dynamics in the region, including the Alliance of Sahel States (AES), Nigeria and the Mano River Union.
- Interest in, and understanding of, youth-focused peace and governance issues in West Africa.
- Experience of supporting monitoring, evaluation and reporting of projects.
- Experience of drafting or contributing to substantive reports and analytical papers.
- Experience of working in a multi-cultural environment, and of working independently as a self-starter, including with colleagues in different offices and contexts.
- Experience of supporting partners on the successful joint delivery of work.
- Excellent working knowledge of Microsoft Office software packages, databases, email and internet.
- Strong organisational skills, including planning, developing, implementing and maintaining administrative systems.
- Excellent verbal and written communication skills in English; working knowledge of French is highly desirable.
- Willingness to work irregular hours occasionally and to undertake regional travel.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Right to live and work in Ghana.

Desirable knowledge, skills and experience

- Knowledge of local languages spoken in the tri-border area and northeast Nigeria.
 - Experience contributing to background papers, briefings or policy analysis for a peacebuilding or development organisation.
 - Familiarity with Conciliation Resources' or similar organisations' outcome harvesting or MEL approaches.
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