

Project Manager – Investigator Training Scheme Development, Advancing Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)

Job Description

Reports to: *Head of Programmes and Partnerships*

Responsible for: *Consultants and/or interns as required.*

Location: *Geneva or London*

Duration: *2 years at 80% to 100%*

Background:

The credibility of the aid sector has been seriously undermined by reports in 2018 and more recently in the DRC of sexual exploitation, abuse and harassment (SEAH) by aid workers. People affected by crisis have a right to expect that they will not be hurt/violated by the very people that are there to work for them.

The Alliance with support from the UK Foreign Commission Development Office (FCDO) is working to equip those involved in the aid sector to take all reasonable actions to prevent SEAH, from occurring; listen to those who are affected; respond sensitively, but robustly when harm or allegations of harm happen; and learn from every case. This includes enabling national and international organizations and agencies to conduct high quality, survivor-centered investigations into allegations of SEAH. Persons undertaking these sensitive investigations must be trained and qualified. This is essential to protecting the rights of the survivors, whistleblowers, and witnesses, as well as those of the alleged perpetrators. There is currently no standard qualification for investigators working on SEAH.

CHS Alliance currently runs a SEAH investigations training programme which is heavily subscribed, limited in capacity and unable to meet demand. Therefore, we are building a new training scheme that will increase access to basic training curriculum, expand the pool of highly qualified, experienced investigators and establish a standard qualification for investigators working on SEAH for the aid sector.

Job purpose:

The project manager will lead, plan, and manage the development, testing and validation, and launch of the investigator training scheme focused on allegations pertaining to sexual exploitation, abuse and harassment. This is a senior role which will work closely with our partner, Humentum, and with a range of internal and other external stakeholders, while most often managing several moving project parts simultaneously.

Key responsibilities for this role include:

Project management

- Ensure a clear, project plan is in place to successfully meet project milestones
- Manage project progress and adapt work as required to accomplish project objectives on time and within budget
- Identify, document, and manage/mitigate project risks
- Monitor performance against plans and address problems/challenges that may arise
- Manage and ensure approval with donor in advance of project revisions/modifications

- Report results and expenditure to the donor in accordance with grant requirements
- Keep subgrantee and other partners, including donors informed.

Team management and collaboration

- Lead and motivate a well-organized, focused and committed project team
- Achieve agreement on the team's operating practices and procedures in alignment with CHS established policies and procedures
- Resolve priority, work approach or interpersonal conflicts among the project team
- Collaborate (work closely) with the CHS Alliance Training Manager and PSEAH Manager who will provide technical advice to the project along with other expert consultants

Representation and Influence

- Represent the Alliance in relevant coordination bodies, workgroups and task teams within the sector, pertaining to investigators/investigations in SEAH to advance and ensure project support across the sector.
- Influence practice and policy pertaining to investigations into SEAH through interaction and discussion with key stakeholders, including CHS Alliance members, the IASC PSEA Task Team, UN fora, multi-lateral and bilateral donors, and OECD DAC PSEA Reference Group.

Promote the Core Humanitarian Standard (CHS)

- Convey and advocate for the CHS.
- Promote the CHS and the work of the CHS Alliance through relevant social media channels or platforms, through conference presentations, workshops or other events.
- Identify opportunities for the CHS Alliance to increase its impact, for example through cross-sectoral partnerships including with the private sector and academia.

Other

- Other responsibilities as assigned based on the needs of the CHS Alliance or required to deliver the project.

Key Contacts:

Internal: Programmes & Partnership team, Membership & Communications team, Finance/Administration team, and Executive Director.

External: Humentum, Open University, CHS Alliance members, FCDO and other relevant donors, international organisations, IASC and other as relevant

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Undergraduate degree, or equivalent qualification 	<ul style="list-style-type: none"> • Postgraduate degree in Management or Business Administration

Experience	<ul style="list-style-type: none"> • At least seven years of relevant work experience • Demonstrated project management experience • Experience in developing training materials and/or curriculum for e-learning • Field experience working for a humanitarian or development organisation. • Experience in delivering/facilitating professional training 	<ul style="list-style-type: none"> • Seven to ten years of relevant work experience • Experience of conducting or managing investigations into cases of sexual exploitation, abuse and harassment.
Knowledge	<ul style="list-style-type: none"> • Understanding of the international humanitarian & development architecture. • Government donor grant regulations, reporting requirements and procedures. 	<ul style="list-style-type: none"> • In-depth knowledge of Protection from Sexual Exploitation and Abuse • Understanding of UN standards and developments on PSEAH, of GBV internationally agreed standards, and the linkages between PSEA and programming as well as child safeguarding.
Skills	<ul style="list-style-type: none"> • Excellent English written and verbal communications and interpersonal skills one-on-one and with groups. • Ability to respectfully listen to and respond to queries, adapting to culture and context as necessary. • Capacity to manage high stress situations and able to negotiate and resolve conflicts. • Strong organisational skills, attention to details. Ability to multi-task and manage various project elements simultaneously. • Proven ability to work effectively in a diverse team to deliver results within deadlines and budget. • Sound judgement, proactive and ability to foresee problems and prevent them by taking action or referring them when appropriate. • Proficient user of Microsoft Office software, including word processing, excel spreadsheets, Gantt charts, etc 	<ul style="list-style-type: none"> • Spoken and written French, Spanish, Arabic or another relevant language
Other	<ul style="list-style-type: none"> • Ability to travel internationally 	

Behaviour	<ul style="list-style-type: none"> • Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the CHS Alliance Code of Conduct. • Embrace cultural diversity • Flexible work attitude: ability to follow direction and effectively learn and work in an interagency environment • Ability to maintain confidentiality • Uphold the CHS Alliance values , vision and mission 	
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