



## Job Description

### Project Manager

#### Closing the Accountability Gap to Better Protect Survivors/Victims of SEAH

**Location:** Geneva, Switzerland or London, UK (candidates must already have the right to work in either of these locations)

**Time commitment** – Ideally 80%. 100% could be considered.

**Reports to:** Executive Director

**Salary:** grade 3

**Works with:** Relevant CHS Alliance staff/consultants, Erasmus/ISS colleagues, The Netherlands' representatives associated with the project, individuals/networks in the three pilot countries relevant inter-agency forums at the global level, and CHS Alliance members/partners.

#### Job Purpose

The [Core Humanitarian Standard](#) (CHS) articulates the commitment by humanitarian organisations to be accountable to crisis-affected people with whom – and for whom – they work. Enormous challenges still exist when putting that commitment into practice. The sexual exploitation, abuse, and harassment (SEAH) of individuals affected by crises by aid workers is among the most egregious failures of accountability by humanitarian organisations. The link between accountability and protection from SEAH is core to the work of the CHS Alliance.

The CHS Alliance is undertaking a three-year project with Erasmus University/International Institute of Social Studies (ISS) and the Government of The Netherlands on *Closing the Accountability Gap to Better Protect Survivors/Victims of SEAH*. By working with humanitarian actors and looking at other opportunities outside the sector, the project will pilot context-specific approaches in three locations. The work in the pilot contexts will focus on developing improved prevention of SEAH; protecting and supporting survivors/victims of SEAH; and building more robust accountability systems by working within and outside the humanitarian sector. Insights from affected populations and learning from the three contexts will provide further ideas to close the broader accountability gap, thus contributing to the CHS Alliance's larger scope of work on accountability.

A project manager is being recruited to oversee coordination and management of the project, while ensuring links with the CHS Alliance's broader accountability and PSEAH work. The successful candidate will have excellent project management skills; solid experience of working on accountability to affected populations; a proven ability of engaging with a range of stakeholders to deliver results on time and within budget; and experience of managing relationships across different levels of seniority and with actors from various sectors in tackling complex challenges. The candidate will have excellent writing and communication skills to engage people in the project and to share the findings and results of the work so as to influence wider changes across the humanitarian sector.

#### Main Responsibilities

- Ensure overall management of the project and its deliverables, including regular coordination and engagement with relevant CHS Alliance staff/consultants, ISS, The Netherlands government, and relevant in-country and global stakeholders.

- Provide regular and on-going support and advice for CHS Alliance members and other organisations/entities involved in the pilot contexts.
- Bring thought leadership and encourage critical thinking in the discussions around piloting innovative approaches to improve accountability in the pilot contexts and in global inter-agency discussions on accountability.
- Contribute to the implementation of relevant aspects of the project, as needed, including in terms of regular updates, supporting CHS Alliance and ISS colleagues on relevant pieces, and organising, facilitating, and keeping minutes of regular meetings.
- Prepare agendas, invitations, background documents, and minutes of relevant meetings, including for the Strategic Advisory Group (SAG) at the global level and supporting national project advisory groups (NPAGs). Ensure that learning and challenges identified are well documented and shared between the national and global levels.
- Coordinate inputs from the CHS Alliance and ISS and prepare necessary documents to ensure timely donor reporting for the project.
- Represent the CHS Alliance in relevant forums, including with donors and partners, as needed.
- Participate in regular CHS Alliance team meetings, processes, planning events, and team building events as relevant.
- Actively promote and contribute to a good CHS Alliance team relationship.
- Engage in other relevant CHS Alliance activities.

## Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>• University level degree or equivalent in a relevant field</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least seven to 10 years of relevant experience, including in the humanitarian sector</li> <li>• Experience in project management in the humanitarian, development, or human rights sector</li> <li>• Experience in coordinating, organising, and facilitating multi-stakeholder processes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with PSEAH from outside the humanitarian sector or from the perspective of an ombuds function is desirable</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and proven understanding of the Core Humanitarian Standard (CHS) and the challenges around accountability to affected populations (AAP) and protection from sexual exploitation, abuse (PSEAH) in the humanitarian sector</li> </ul>	

<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Self-motivated and highly organised, with a proven ability to manage multiple priorities and objectives without close supervision</li> <li>• Proven ability to navigate complex situations in a culturally sensitive manner</li> <li>• Ability to communicate complex topics through written reports and presentations</li> <li>• ‘Customer service’ oriented attitude, with the ability to build and expand networks and relationships</li> <li>• Committed team player who can also work independently</li> <li>• Excellent command of English</li> </ul>	<ul style="list-style-type: none"> <li>• Arabic would be desirable</li> </ul>
<p><b>Behaviour</b></p>	<ul style="list-style-type: none"> <li>• Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the <a href="#">CHS Alliance Code of Conduct</a>. This includes refraining from acts of misconduct, respecting the CHS Alliance’s standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact.</li> <li>• Commit to the CHS Alliance values, vision and mission</li> </ul>	