

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 – 80% to 100%

Reports to: Executive Director

Salary: grade 3

Works with: Relevant CHS Alliance staff/consultants, Erasmus/ISS colleagues, The Netherlands' government 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 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. Sexual exploitation, abuse, and harassment (SEAH) of people affected by crises by aid workers is among the most egregious failures of accountability.

The link between accountability and protection from SEAH is core to the work of the CHS Alliance. The CHS Alliance is conducting a much needed three-year project with Erasmus University/International Institute of Social Studies (ISS) Rotterdam 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 considerations from outside the sector, the project will pilot context-specific approaches in three locations.

The work in these 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 drive the learning and understanding of what else is needed to close the broader accountability gap.

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.
- Build networks and relationships with partner organizations, donors, and relevant stakeholders.

- Provide regular and on-going support for CHS Alliance members and other organisations/entities involved in the pilot contexts.
- Bring thought leadership, encourage critical thinking, and ensure broad engagement in the discussions around piloting innovative approaches to improve accountability in the pilot contexts and in global inter-agency discussions.
- Drive and contribute to the implementation of relevant aspects of the project, as needed, including in terms of developing and building networks and relationships, 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
Education	<ul style="list-style-type: none"> • University level degree or equivalent in a relevant field 	
Experience	<ul style="list-style-type: none"> • At least seven to 10 years of relevant experience, in the humanitarian and / or human rights field. • Experience in project management in the humanitarian, development, or human rights sector • Experience in coordinating, organising, and facilitating multi-stakeholder processes in an inclusive and diplomatic manner • Experience of building and managing relationships across different levels of seniority and with actors from various sectors 	<ul style="list-style-type: none"> • Experience with PSEAH from outside the humanitarian sector or from the perspective of an ombuds function is desirable
Knowledge		<ul style="list-style-type: none"> • 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
Skills	<ul style="list-style-type: none"> • Excellent project management skills • Diplomatic skills • Self-motivated and highly organised, with a proven ability to manage multiple priorities and objectives without close supervision • Proven ability to navigate complex situations in a culturally sensitive manner • Ability to communicate complex topics through clear and concise written reports and presentations • ‘Customer service’ oriented attitude, with the ability to build and expand networks and relationships, and facilitate inclusive processes • Committed team player who can also work independently • Excellent command of English 	<ul style="list-style-type: none"> • Arabic would be desirable
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. 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. • Commit to the CHS Alliance values, vision and mission 	