

Nonviolent Peaceforce

Sri Lanka Country Representative

Nonviolent Peaceforce is a dynamic international, non-governmental organization which works to reduce violence and protect civilians in situations of violent conflict and its aftermath.

For its programme in Sri Lanka (NPSL), Nonviolent Peaceforce is seeking to recruit an international **COUNTRY REPRESENTATIVE** to be responsible for leadership and guidance to over 30 national and international staff and strategic oversight of field operations in the East and North as well as in Colombo. Responsibilities include acting as official representative and spokesperson for NP and maintaining bilateral and multilateral relations with a wide range of actors in the country as well as externally and with the rest of NP. He or she is also responsible ultimately for the financial management of the country programme and takes a strong role in in-country fundraising.

Responsibilities:

Overall Direction of NP's work in Sri Lanka

- Leadership and guidance for NP's field operations in Sri Lanka (mostly in the East and North)
- Being the link between wider NP and its Sri Lanka Country Programme

External Relations

- Act as country representative and spokesperson and maintain bilateral and multilateral relations with key individuals and institutions relating to Sri Lanka
- Representing NP in meetings with NGOs, INGOs, government and IOs, as appropriate
- Liaising with NP advisors and the Strategic Liaison Coordinator

Line Management

- Line management of the Country Manager, who will be responsible for strategic planning, policy development and operational management
- Line Management of the Strategic Liaison Coordinator

Financial Responsibility

- Overall responsibility for budgeting and financial management, including financial reporting to donors and to NP management

Internal Communication

- Insure effective communication to/from NPSL and within NPSL
- Report to the members of the international NP staff, Board and network

Fundraising

- Coordinate / initiate fundraising in Sri Lanka in cooperation with the NP Fundraising Department. Maintain ongoing relations with donor community representatives in Sri Lanka.
- Oversee reports to funders
- Assist the fundraising department in preparing of funding applications.

Work environment

This is a full-time expat position based in Colombo, Sri Lanka, with a minimum 1-year contract and 3 month probationary period. Some evening and weekend work will be expected, as well as a certain amount of travel within Sri Lanka and abroad.

Starting salary Euro 45,931-58,366 gross p.a. depending on experience (subject to Sri Lanka tax) plus generous benefits package including housing, insurances, internet connection, removal costs and flights home for staff member and dependents. Salary is increased annually according to cost of living index in Sri Lanka and further increments are subject to performance review.

How to apply

To apply, please send CV together with a covering letter stating (a) your reasons for applying for **this particular position** and (b) how you meet **each of the twelve criteria** specified in the person specification, found on the website below, to cschweitzer@nonviolentpeaceforce.org. Please include your name in the subject line. **CVs without a cover letter including the above information will not be accepted.**

Further details may be found on our website (www.nonviolentpeaceforce.org) or by writing to NP Programme Director Christine Schweitzer at the above email address. This position will remain open until filled.

Candidates from all countries and backgrounds will receive equal consideration, however this vacancy is not open to Sri Lankan nationals due to the particular diplomatic nature of this position.

Person Specification – NP Country Representative – Sri Lanka

Criteria	Essential	Highly Desirable	Desirable	
1. Management experience	Minimum 3 years experience managing field projects	Minimum 3 years experience managing an NGO field project of similar nature and scope	Minimum 3 years experience managing similar project in a conflict environment	CV
2. Understanding of NP's work	Clear understanding of the importance of maintaining non-partisanship in Sri Lankan context	Demonstrated understanding of the basic concepts underlying NP's work	Proven experience of protection, human rights, unarmed peacekeeping or related work	LET, INT
3 International Experience	Minimum 3 years of living and working in a multi-cultural environment	At least 1 year experience of working in the field as part of a multi-cultural team	Clearly developed skills in cultural sensitivity and in working effectively in multi-cultural setting	CV, INT
4. Financial Management	Proven ability to understand and work with budgets and management accounts	Minimum 3 years of direct responsibility for setting and monitoring budgets	Proven experience of setting and managing budgets of US\$1 million or more	CV, LET
5. People Skills	Excellent inter-personal skills	Proven experience of managing teams and supervising other people	Proven experience of line managing other senior management staff	INT
6. Leadership Skills	Demonstrated ability to provide leadership and direction	Proven experience of effective leadership	Demonstrated ability to inspire and motivate others.	INT, REF
7. Communication Skills	Excellent oral and written communication skills	Proven experience of making public presentations and writing public reports	Demonstrated ability to persuade and win over a wide range of audiences to a project like NP	LET, INT
8. Strategic Relationship building and Fundraising Skills	Proven ability to develop and maintain relationships with officials, donors and others	Experience of fundraising from agencies and governments	Proven experience of raising considerable funds for similar work in a similar setting	LET
9. Security and risk management	At least 2 years experience in hostile or difficult environments or equivalent training	Demonstrated understanding of security management concepts and how to apply them	Advanced understanding of security management and how it relates to protection work	LET, INT
10. Flexibility and sense of humour	Proven ability to adapt to new or unknown situations and maintain humour and good spirit	Demonstrated ability to work well under stress and to avoid burn-out	Proven experience of working calmly and effectively in high stress and crisis conditions	REF
11. Honesty and integrity	Trustworthy and reliable with regards to people, money and information	Commitment to stick with the job for duration of contract	Proven ability to win the trust and respect of others	REF, INT
12. Ability to quickly pick up and comprehend new and complex political situations	Experience working in more than one different political situation	Proven ability to adapt the work of an organization to a new political context	Demonstrated ability to quickly understand the political nuances in Sri Lanka and how they affect our work.	CV, INT, LET

CV –determined mainly by CV; LET –determined mainly from covering letter; INT –determined mainly from interview; REF –determined mainly from references