

Peace Brigades International is looking for a Project Coordinator in Nepal (consultancy 3 months with possible renewal of contract in 2014)

Introduction

Peace Brigades International (PBI) is an international nongovernmental organization that has promoted nonviolence and protected human rights defenders since 1981. In response to the needs of human rights defenders, we provide international presence and other support on the ground through trained field volunteers and a broad network of international support. Our work and presence deters attacks against human rights defenders by sending a powerful message that the world is watching and prepared to act. Integral to PBI's protection strategy are political support networks set up and activated by 16 country groups in North America and South America, Europe, and Australia, who are also responsible for volunteer recruitment, outreach, publicity and fundraising.

PBI has had a project in Nepal for over 6 years (2005-2012) providing protection to HRDs at risk. The changing political and human rights situation and changing needs of HRDs in Nepal prompted PBI to carry out an extensive review of its programme in 2012 and 2013. This led to a decision to discontinue physical accompaniment work and consider alternative ways of supporting HRDs in Nepal

In 2013 PBI had a small team on the ground monitoring the political and human rights situation, providing advocacy and networking support to partners, and exploring other potentially effective modes of operation. Following this transitional period, it was decided that PBI would increase again its presence in Nepal starting from 2014.

We are thus looking for a Project Coordinator from 1st of October to 31st of December 2013 to coordinate the current project, participate actively in fundraising and re-establish a bigger project in 2014. This is a short term contract with the possibility of renewal for a longer period, starting January 2014.

Essential skills, knowledge and experience:

- Experience of administering budgets and of fundraising
- Skills and experience in the governance and management of NGOs
- A sound understanding of strategic planning
- Fluency in English, the working language of the Project
- Commitment to and understanding of the principles, mandate and methods of PBI
- Experience working in human rights organizations

Desirable skills, knowledge and experience:

- Experience with a PBI project or country group
- Knowledge of the political and human rights situation in Nepal
- Experience of consensus decision-making
- Knowledge of Nepali

These terms of reference set out the services to be provided by the Consultant:

(a) General time frame

These terms of reference are for Consultancy services commencing 1 October 2013 and concluding 31 December 2013. The consultancy is fixed for the specific tasks mentioned on a full time three month basis. During this period, the consultant may take 5 days leave.

(b) Days and hours of work

40 hours per week, normally to be worked Monday to Friday, or such other hours as may be determined by workload and the Project Committee from time to time.

(c) Activities undertaken under these terms of reference

Post Title: Project Coordinator	Contract: Fixed term until December 2013, possible extension in 2014
Location: Kathmandu	Hours: Full time
Start date: October 2013	Salary range: 1000 - 1200 Euros per month, depending on experience

Responsibilities:

The project coordinator's role will be focused primarily on writing funding proposals, coordinating the financial, administrative and legal aspect of the project and re-establishing a bigger project starting from January 2014, thus implementing the new strategy 2013-2017.

In close collaboration with the Programme Officers and the Project Committee, the contractor will provide:

Main duties, tasks and responsibilities:

1. Project coordination and communication

- Work, in conjunction with other members of the project, on the implementation of operational plan and strategy for PBI Nepal project in 2013 and prepare for 2014. Follow up on the work plan of the project, administration, fundraising, Nepal Monitor.
- Analyze how PBI can contribute to the implementation of the German Civil Peace Service Country Strategy for Nepal
- Organise regular meetings with the staff in country in order to plan the work and follow up on the implementation of the decisions of the project
- Provide coordination and support during the field mission and when Programme Officers are absent, including emergency cover when necessary.

- Frequent contact with the PC in order for the work between the team and the rest of the project to remain coherent and that there is monitoring of the implementation of the decisions made by the project
- Maintain and strengthen communication and coordination between the team in Nepal and the people outside of Nepal involved in the project (Project Committee, Country Groups, International Office), providing information on the concerns, problems and needs of the work in a timely manner
- Coordinate with the PBI Country Groups meetings and visits in search of support for the work of the Nepal project
- Keep updated with the situation in Nepal and the international context especially when it has implications on the work of the project

2. Fundraising, finance and administration coordination

- Liaise with PBI country groups and International Office with regards to fundraising, providing information and preparing funding proposals and narrative and financial reports for donors
- Undertake day to day office tasks, including responding to emails, telephone enquiries, filing, etc.
- Logistics planning for the re-establishment of a bigger project in Nepal
- Administer budget with the support of the Finance Officer
- Participate in regular finance calls
- Elaborate a funding proposal for 2014, agreed upon with PBI.
- Supervise and guarantee the completion of reports
- Coordinate with the finance officer and other PBI fundraisers
- Organise meetings with donors

3. Legal representation and management

- Sign official documents
- In coordination with the programme officers, represent PBI at networking/lobbying meetings with diplomats and key politicians, INGOs, NGOs, UN institutions, and governmental and civil employees as required
- With the support of the National Programme Officer, keep close contact with the Social and Welfare Council about PBI legal status in Nepal and follow-up on their requirements
- Maintain communication with coalitions and commissions of international organizations that work in Nepal to share information on legal registration

4. Human Resources

- Be part of the HR subcommittee of the Project
- Participate in the recruiting process and in the drafting of terms of references of new personnel for 2014

5. Other duties

- Undertake such other duties as may reasonably be allocated, which may involve providing assistance in any area of the Project as may be required from time to time

Peace Brigades International - Nepal

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- Undertake all duties in accordance with PBI policies and procedures, including those relating to Harassment and Equal Opportunities
- Promote PBI positively at all times

Applications

Please send your CV and cover letter to Melosa Granda at melosagranda@gmail.com by **September 2, 2013**. The cover letter should refer to the person specification and indicate, point by point, how you meet the requirements for the post.