

<b>Post Title:</b> Program Officer – Protection	<b>Hours:</b> Full time
<b>Location:</b> Kathmandu, Nepal	<b>Contract:</b> Fixed term for 2 years

*As a part of the German Civil Peace Service Professional program, this post is only open to citizens of one of the member States of the European Union or Switzerland, and should be 30 years of age or older.*

### **About Peace Brigades International - Nepal:**

PBI-Nepal provides accompaniment and international solidarity for human rights defenders and nonviolent civil society activists whose lives and work are threatened by political violence. By creating safe space for local activists to carry out their work, PBI contributes to conflict transformation and helps build durable peace and human rights in Nepal. PBI is an independent, egalitarian, volunteer-based organization not affiliated to any religious or political institution.

PBI volunteer field staff protect threatened local non-governmental organizations through their physical presence, lobbying, information distribution and workshops.

When those we work with are threatened, we call on our wide international support network including diplomats and key politicians, NGOs, UN institutions, and governmental and civil employees in order to dissuade any potential violence or threat.

PBI-Nepal works according to the philosophy of nonviolence, within the framework of international norms of human rights.

### **Principal purpose of role**

Peace Brigades International Nepal Project is seeking to recruit to a newly created post of Program Officer - Protection. The successful candidate will be responsible for overseeing and reviewing field operation relationships with partners and field volunteer workplans, as well as developing strategic communication with the International Community and Civil Society in Nepal. The role will also involve strong analysis skills to build project capacity for protection strategies in field activities.

### **Main duties, tasks and responsibilities:**

1. **Protection strategy**
  - Develop training programs for field volunteers on protective field operations.
  - Lead work with volunteer team/s and In Country Coordinator to develop relevant protection strategies.
  - Advise and support teams in the development of workplans.
  - Work to operationalise the thematic focus of PBI Nepal in field activities.
2. **Analysis**
  - Track the political, human rights and social justice situation in Nepal.
  - Facilitate the analysis of information gathered by the field volunteer team/s in order to identify emerging political and human rights trends.
3. **Administration**

- Maintain comprehensive, accurate and up-to-date files, records and systems.
  - Write or contribute to project reports as necessary.
4. ***Liaison between different PBI entities***
- Liaise and communicates regularly with PBI In and Out of Country Coordinators and other staff as needed.
  - In coordination with the PBI-Nepal Out of Country Coordinator communicate with PBI Country Groups and other PBI entities.
  - Travels nationally for project activities regularly.
  - Participate in PBI Nepal Project committee/groups as necessary.
5. ***Other duties:***
- Undertake such duties according to the philosophy of nonviolence, within the framework of international norms of human rights.
  - 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.
  - Undertake all duties in accordance with PBI Nepal policies and procedures, including those relating to Harassment and Equal Opportunities.
  - Promote PBI Nepal positively at all times.

**Person specification:**

	<b><i>Essential</i></b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Background in international relations or political science</li> <li>• Political and strategic analysis, conceptual and analytical thinking,</li> <li>• Training background</li> </ul>
<b>Knowledge Experience</b>	<ul style="list-style-type: none"> <li>• Development of Field operations in protection or related field</li> <li>• Knowledge of the history and political situation of Nepal</li> <li>• Experience applying conflict analysis/management tools</li> <li>• Experience in multi-cultural teams, cross-cultural environments</li> <li>• One to three years professional experience living and working in Asia</li> <li>• Experience of using Microsoft packages including Word, Excel and Powerpoint and use of the internet.</li> <li>• Experience in consensus decision-making</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Managing conflicting demands, meeting deadlines and adjusting priorities</li> <li>• Strong stress management skills</li> <li>• Excellent English skills (both spoken and written)</li> <li>• Expertise in security/protection aspects of human rights</li> <li>• Effective interpersonal and communication skills needed when working with field volunteers, international/national staff, project committees and working groups (including external PBI entities) and representatives of other organisations, state bodies and partnership organisations.</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Ability to network and build relationships</li> <li>• Ability to work comfortably in a variety of settings, including governmental, legal, policy, and advocacy arenas, and to achieve a supportive rapport with local human rights advocates</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Some Field visits to be made to rural/isolated areas and often under hardship conditions</li> <li>• Commitment to nonviolence</li> <li>• Attendance at evening and weekend meetings/conference calls as required</li> <li>• Willingness to learn before deployment</li> </ul>

***Desirable***

- Graduate degree required; advanced degree in human rights,

political studies, international development or related field.

- Proven record in facilitation skills
- Passion for empowering people
- Ability to communicate in Nepali or a willingness to learn before deployment.

**What will PBI-Nepal/CPS program provide?**

1-3 months pre-deployment training

Nepali language school where appropriate

Travel to and from Nepal at the beginning and end of contract

One return flight home during 24 months service

Health and liability insurance

4 weeks holiday

Repatriation

Modest monthly salary and work-related expenses

**Closing date:** 16 October 2009

**Interested candidates are requested to submit their CV and cover letter along with details of 3 references to: [icc@pbi-nepal.org](mailto:icc@pbi-nepal.org)** Please note only shortlisted candidates will be contacted for an interview.