

November 11, 2009

## JOB DESCRIPTION

### MEXICO PROJECT COORDINATOR FOR PEACE BRIGADES INTERNATIONAL (PBI)

PBI Mexico is one of the five projects that Peace Brigades International currently supports in Latin America and Asia. From 2001, PBI Mexico has provided protection for human rights defenders and organizations in Mexico DF, Guerrero and Oaxaca in four aspects: physical accompaniment, dialogue and lobbying, publications and security workshops.

The project supports two teams, with a total of 10-12 volunteers in the field, three members of support staff in Mexico, a regional representative in Europe (Spain), one person responsible for finances and a fundraiser (Portugal). The PBI Mexico coordinator has been based in San Francisco for the last four years, and has been a member of the Project Committee, the governing body responsible for the monitoring of strategies and the implementation of project decisions.

The new Coordinator post will be based in London with the International Office of PBI.

### **Representation**

The coordinator:

\* Represents the project with other PBI entities. Participates in PBI's International Council, being the main link between the project and this central governing body of the organization.

\* Represents the project with third parties (authorities, donors, international community), in close coordination with other areas of representation (coordination team in Mexico, fundraiser, regional representation in Europe and the UK national group).

\* Is the legal representative of the project

### **Coordination and Communication**

\* Is the link between the operations and executive committees of the project.

- \* Maintains and reinforces the communication and coordination between the different parts of the project.
- \* Maintains constant contact with the team coordinator in Mexico to ensure the work of the team and the rest of the project is coherent, and that implementation of decisions taken by the committee is monitored.
- \* Together with the team coordinator in Mexico, plans meetings of the Project Committee.
- \* Coordination of the project's actions in the event of activations and emergencies that require an international response, working with the team coordinator and regional representative
- \* Together with the regional representative, maintain fluid communication with PBI's national groups. Coordinates the response of these groups in the event of activations.
- \* Travels a minimum of twice a year to Mexico to visit the teams (Guerrero y Oaxaca) to stay up to date with the regional situation. Meets regularly, as necessary, with the regional representative and fundraiser in order to keep track of their work.

**\*Strategy\***

- \* Ensures coherence between the strategies, discourses and actions of the project
- \* Strengthens and contributes to the transfer of historical memory and continuing training within the project
- \* Supports the production of project publications and reports
- \* Contribute to analysis, encourage discussion and debate
- \* Read the weekly internal documents of the project

**\*International impact\***

- \* Works closely with the regional representative in Europe, monitoring the international advocacy strategies of the project.
- \* Monitors the work plans of the European representative, the fundraiser and the team coordinator in Mexico.
- \* Together with the European representative, represents the project in NGO coalitions for Mexico and attends relevant meetings where possible.
- \* Stays informed of the political situation in Mexico.

### **\*Finances\***

- \* Upholds, together with the finance worker (based in Portugal), the institutional relationship with cooperation agencies and other donors
- \* Conducts periodic tours around Europe to visit donor agencies and make new contacts, in coordination with the fundraiser.
- \* Assists in the production and distribution of financial Narrative Reports (two per year) and the budgets together with those responsible for administration, financial management and fundraising

### **\*Human Resources\***

- \* Participates in the project staff committee, in charge of all aspects of personnel management
- \* Participates in selection panels for new personnel
- \* Monitors the production and performance of the work plans
- \* Is able to intervene in order to solve conflicts involving team volunteers

### **Profile of post:**

#### **\* Requirements:**

Education: studies related to the post

#### **\* Experience:**

- previous experience in peace or human rights organizations
- experience in representation, public relations and lobbying
- experience in coordinating and monitoring work plans
- experience in dialogue and public relations with high level authorities
- Experience in monitoring finances and fundraising
- Experience of work in Latin America

#### **\* Skills:**

- Highly skilled in communication and coordination
- Acceptance of the principles of non-violence, impartiality and non-interference

- Ability to work collectively in a team made up of volunteers and paid staff from different countries
- Ability to analyse situations effectively
- Flexibility in terms of working hours, as well as the ability to work under conditions of stress and emergency
- Availability to travel to Mexico
- Ability to work to deadlines without supervision
- Competent in the use of Microsoft Office, email and Internet
- Ability to work through consensus
- have a global vision of the work of international NGOs, as well as knowledge of and commitment to the work of PBI in Mexico
- Awareness of the human rights situation in Mexico
- Appropriate qualities for carrying out work of representation, public relations and lobbying on behalf of PBI.

\* Languages - Fluent in English and Spanish

**Conditions of work:**

- \* Annual salary: 27,000 GBP (negotiable according to experience)
- \* Holidays: 28 days/year
- \* 2-year contract
- \* Location: London (must have EU work permit)

Sent CV and cover letter by **November 25** to:

Sergi Bach  
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