



DCAF
a centre for security,
development and
the rule of law

Geneva Centre for the Democratic Control of Armed Forces (DCAF)

Programme Manager, Public-Private Partnerships Division

Headquartered in Geneva, DCAF has a global portfolio and employs over 170 highly qualified international staff. As part of the organisation's mandate to promote democratic security sector governance, DCAF supports the international community in the development and implementation of norms and good practices in the field of private security governance. DCAF's Public-Private Partnerships (PPPs) Division is currently seeking an experienced, dynamic and creative individual to serve as Programme Manager (activity level 100%). For more information on the work of the PPPs Division, please see: www.ppps.dcaf.ch.

The successful applicant will play a key role in the planning, implementation and monitoring of policy research and operational programmes in the field of private security governance. The Programme Manager will be part of a professional team in Geneva and report to the senior management of the Division. The Programme Manager will support the Division in strengthening its applied research; its translation into policy-relevant tools; and the regional and national implementation of international norms and good practices.

Main responsibilities

- Conduct applied policy research that promotes good governance of the private security sector
- Develop practical knowledge products (such as handbooks, toolkits, and training modules) that strengthen good governance of the private security sector
- Lead the planning, implementation and management of assigned projects to support the national and regional implementation of applicable norms and good practices
- Identify opportunities for new projects, build partnerships and conduct donor outreach
- Contribute to divisional results-based management

Experience and education

- Substantial grounding in concepts and approaches related to oversight, accountability, and effectiveness of the (private) security sector
- At least 10 years of experience in the field of institutional reform and capacity-building, governance, international development, and/or security sector governance and reform
- Experience in project development, implementation and management in complex environments (incl. monitoring and evaluation) [preferably in sub-Saharan Africa]
- Experience of engagement with key stakeholders in public institutions, parliaments, civil society and the private sector
- Experience working with the private sector in fragile contexts and/or in the field of security and Human Rights is an asset

- Advanced degree in political sciences/ international relations, economics, business, international human rights or humanitarian law, or related field

Personal competencies

- Demonstrated ability to draft, review and edit texts
- Fluency in English and French, both written and spoken, is essential; additional languages considered a plus
- Effective interpersonal / team-working skills
- Excellent administrative and organisational skills

Requirements

- Availability to travel frequently
- Swiss or EU citizenship or a valid work permit for Switzerland at time of application a pre-requisite

Starting date: 1 July 2017 or mutually agreed date.

Closing date for applications: 05 June 2017

DCAF is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of sex, age, disability, gender identity, or ethnicity.

Interested candidates are invited to e-mail their curriculum vitae and an application letter outlining how their qualifications meet the above requirements to ppps@dcaf.ch, with the subject line "Programme Manager". Please note that only shortlisted candidates will be contacted.