



DCAF

a centre for security,
development and
the rule of law

DCAF is dedicated to making people and the states they live in more secure. We help countries to develop sound laws, institutions, policies and practices that improve the way the security sector is governed. Good security sector governance – rooted in respect for human rights and the rule of law – is a cornerstone of security and development.

DCAF is a leading global centre of excellence for security sector governance (SSG) and security sector reform (SSR) knowledge and practice. Headquartered in Geneva, Switzerland, we operate in over 70 countries and have a team of more than 170 international staff.

DCAF's [International Security Sector Advisory Team](#) (ISSAT) provides practical support to the international community in its efforts to improve security and justice, primarily in conflict-affected and fragile states. Established in 2008, it works to increase the individual and collective capacity of the international community to support SSR processes, to enhance the effectiveness and quality of SSR programming, and to facilitate the coordination and coherence of international assistance for nationally driven SSR processes.

We are a dynamic team working with, and across, world-leading government departments, multilateral institutions and experts in the international security and justice sector development arena. You will compliment an experienced, values-driven professional group from a broad variety of backgrounds.

Today, DCAF-ISSAT is looking for a dynamic and committed individual to be our next:

Head of Professional Development and Training – (100 %)

Location: Geneva, with frequent international travel
Starting date: 1 March 2019
Duration: This is a project funded post, the position will be offered on a one-year contract which can be renewed dependent on performance and availability of funding.

The role

Reporting to Head of ISSAT (with delegation depending on the task), the Head of Professional Development and Training will have the following key areas of operation:

- Oversee the portfolio of ISSAT's current trainings in supporting security and justice reform, and identify and assess future professional development, learning and training needs of the globally deployed SSR practitioners from ISSAT's bilateral and multilateral [Governing Board Members](#);
- Develop professional and learning development pathways and curriculum for SSR practitioners, which may include training modules as well as other learning, coaching and mentoring opportunities, ensuring that such pathways are designed and assured in line with international best practices, and that they address the goals and expectations of ISSAT strategic and development objectives;
- Seek opportunities for achieving ISSAT strategic and development goals through development and improvement of ISSAT peer-learning, training, coaching and mentoring programmes or courses;

- Deploy and advise on a wide variety of development, learning, and training pathways that understand how to move from blended courses at the individual level to the institutionalisation of career and development paths;
- Quality assure ISSAT's professional development and training/learning material, approaches and facilitators;
- Lead the provision of assistance to ISSAT's Governing Board Members in developing their policies for SSR training and professional development;
- Contribute to ISSAT's development and dissemination of knowledge products based on good practice and lessons identified from the field;
- Build and maintain effective liaison with ISSAT's Governing Board Members, the wider SSR community, and other actors working on linked thematic areas;
- Input to ISSAT strategic planning and prioritisation, as part of the ISSAT Management Team.
- Given that ISSAT works in a matrix approach, the post holder will also get opportunities for additional advisory field support work and be expected to contribute to ISSAT's knowledge portfolio.

You

- Over 7 years relevant experience in training and learning development, as well as in conflict and development practice in the field;
- Significant knowledge and experience in one or more of the following: governance mechanisms, conflict and peace development, human resourcing, public financial management;
- Significant knowledge and experience in: training needs assessments, blended training and learning development design, monitoring and evaluation of learning and professional development, coordination;
- Programme and project management skills, and experience in Learning Management Systems (LMS);
- Good communication (verbal and written), influencing, training, presentation, coaching and mentoring skills;
- Recognised training qualification (Chartered Institute of Professional Development (CIPD) or equivalent);
- Able to analyse situations quickly and effectively, adapt to rapidly changing circumstances and produce workable solutions to meet customer requirements;
- Masters degree in conflict studies, international relations, management and international development, political science, or a related field;
- Fluency in English and French. Other languages desirable (particularly Spanish, Arabic and Portuguese);
- Swiss or EU citizenship, or a valid work permit for Switzerland at the time of application is a pre-requisite.

We offer:

- a rewarding, dynamic and challenging work experience
- the chance to be part of a multicultural team of supportive, hardworking and values-driven people
- the chance to contribute to a securer world

If you think you are a good match for DCAF and the position advertised, please send your application to ISSATrecruitment@dcaf.ch by **14th January 2019** with the subject heading "APPLICATION Head PDT", enclosing:

- a one-page motivational statement in English describing your story and what you can bring to DCAF
- a concise CV (maximum two pages)

DCAF is an equal opportunities employer that considers applications from all qualified candidates.