



Project Manager – Hamrah Programme, Global Dialogue

Job description, January 2024

- **Location:** UK, Europe or International (remote working with some travel)
- **Terms:** Full time, Permanent (subject to funding)
- **Salary:** £48,000 pro rata if the successful candidate is UK-based. For overseas candidates an equivalent package will be negotiated.
- **Benefits:** For UK-based employees, we offer a range of benefits including 25 days' holiday plus bank holidays (pro rata). Global Dialogue contributes 6% to its workplace pension, has a flexible working policy, and offers personal development leave.
- **Timeline:** Interviews are scheduled to take place virtually during the week of **19th February 2024**.
- **Start date:** ASAP.

Who We Are

Hamrah is a new initiative that responds to the enormous challenges facing Afghan civil society organisations (CSOs) forced into exile, particularly women-led organisations. It aims to facilitate collaboration, knowledge sharing and advocacy to help protect the rights of vulnerable groups in Afghanistan, including women and girls. Through sustained support and resources, Hamrah envisions a strengthened Afghan civil society equipped with the necessary organisational infrastructure, leadership skills and collaborative networks to protect hard-won gains and continue strengthening rights and protections for vulnerable groups.

Hamrah is hosted by Global Dialogue, who are registered as a charity (1122052) and as a limited company (05775827) in England and Wales. Global Dialogue is an independent, international philanthropy support organisation offering flexible hosting, incubation, regranting and special initiatives expertise. We partner with philanthropy to advance rights, equity and diversity.

Global Dialogue offers an inclusive virtual workplace as well as flexible working and other benefits dependent on the country of employment. We are committed to being a diverse team and are looking for talented people from a wide range of backgrounds, cultures and experiences who share our values.

About this role

The Hamrah Project Manager will play a pivotal role in the development and leadership of Hamrah, working closely with the Programme Director to ensure successful implementation of this crucial new initiative.

This opportunity offers an exciting prospect to lead Afghan CSOs in exile. The Project Manager will focus particularly on coordination and communications with Hamrah partner cohort organizations (8-10 Afghan CSOs in exile), mentors, and key stakeholders. The first phase of this work will include

conducting a needs assessment process, designing a capacity-building programme and managing a portfolio of sub-grants.

The Project Manager will report to the Hamrah Programme Director and work closely with the Global Dialogue project team. Project funding is committed for two years, with the expectation of renewal.

Job Description

Project Management

- Work with the Programme Director to ensure the effective implementation of the initiative, including designing and implementing project activities, managing day-to-day operational functions, tracking key milestones, and managing project budget.
- Serve as the primary point of contact for project stakeholders, including partner cohort, staff, mentors and consultants.
- Provide line management for a Project Officer to be recruited in the second half of 2024.
- Where required, provide administrative and logistical support to ensure the effective implementation of the initiative.

Capacity Development and Training

- Lead the planning, organisation and execution of capacity-building sessions, specialised training workshops, south-south exchange workings and networking and advocacy meetings for the partner cohort and their local partners.
- Provide capacity-building training, coaching and knowledge sharing to the partner cohort, identifying and coordinating other expertise inside Global Dialogue and from the wider sector where required.
- Support the partner cohort in developing comprehensive training materials and resources that cater to their unique needs and priorities to enhance their overall capacity.

Communication, Liaison and Coordination

- Manage project communications with donors and other audiences to document and showcase the impact of the initiative.
- Support the Project Director with project monitoring and evaluation, helping to disseminate learning and best practice from the project's operational and programmatic work.

Risk and Compliance

- Co-manage a portfolio of sub-grants to cohort partners, including conducting due diligence to ensure compliance with donor requirements, organisational policies and all legal and ethical standards.
- Regularly assess project risks. Assist the development and implementation of risk mitigation strategies with the partner cohort and project team.

Person specification

Hamrah comprises a small and dedicated remote team. The person who fills this post should feel comfortable working independently in a remote setting and accepting a high level of responsibility for the project's success. Candidates with lived experience of any of the issues related to the role are strongly encouraged to apply.

We are looking for someone with the following skills and experience:

Required

- Demonstrated relevant work experience and proven track record of achievement in the field of organisational development and capacity building, preferably in the Global South.
- Experience of network coordination and movement building.
- Strong cultural competency and excellent networking, negotiation, presentation and communications skills. Confident at building relationships and working with different stakeholders and people while navigating power dynamics.
- Strong project management skills, with experience of managing multiple workstreams.
- A “self-starter” able to work independently as well as collaboratively in carrying out responsibilities, with the ability and energy to multi-task and manage a dynamic work environment.

Desirable

- Experience collaborating with CSOs in the Global South and a deep understanding of their dynamics is highly desirable.
- Experience in managing donor relationships and developing project communications. Experience in developing monitoring and evaluation frameworks is a plus.
- Financial management skills and experience identifying and managing project risks.

Application Instructions

The closing date for applications is **Wednesday, 14th February**.

To apply, please submit a maximum **two-page CV** and a **one-page cover letter** to **info@global-dialogue.org**. Please use the following subject line: “Hamrah Project Manager: Last name, first name”. The filename of your CV should be “`LastnameFirstname_CV`” and that of your cover letter should be “`LastnameFirstname_Cover`”.

Need assistance?

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process, and you will be asked whether you require anything if you are invited to interview.

We also offer reasonable adjustments on the job; you can ask us about this at any time during recruitment or employment.