



Vacancy

Deputy Director

The Centre for Peace and Conflict Studies is seeking an energetic and motivated candidate to fill the position of Deputy Director of a high profile and dynamic organisation.

The Deputy Director will have both internal and external responsibilities, ranging from project management, administration, and human resources to donor relations. The Deputy Director will partner closely with the ED to chart CPCS' future growth and strategic response to an increasing demand for the organization's services. The responsibilities of the role are varied, challenging, and require the ability to operate effectively within in a fast -paced, and multicultural environment. The ideal candidate is a seasoned and innovative manager who pays close attention to detail while also focusing on the big picture. The successful candidate will have unique access and insight into the functions of peacebuilding and conflict transformation efforts throughout Asia.

The Deputy Director will be based in Siem Reap City, Cambodia and will report directly to the CPCS Executive Director (ED).

Main Tasks and Responsibilities:

Project Development and Management

- Structure and lead teams to deliver outstanding work on a wide range of projects.
- Provide director supervision for managers who deliver programs.
- Provide direction in the areas of operations and administration, including procurement and financial management procedures.
- Oversee all monitoring and evaluation efforts, including development and monitoring of project budgets to ensure all expenditures are in compliance with CPCS and donor policies and regulations as well as within the program's budget.

Organization Building

- Partner with the ED in essential internal leadership activities (strategic planning, donor coordination, administration and human resources).
- Provide leadership in developing and implementing new programming, including PhD program and museum.
- Manage increasing segments of information technology, human resources (recruiting, capacity development, evaluation, staff deployment/workload balancing, career progression) with related internal communications and budgeting/finance duties.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Serve as a mentor and coach for a diverse and growing staff.



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Representation and External Relations

- Build and maintain strong relationships with partners; exceptional relationship-builder.
- Develop thought leadership around specific topics/emerging practice areas.
- Represent CPCS in meetings with stakeholders, conferences, and other public venues when the ED is not available.
- Serve as a focal point and maintain solid working relationships with the international donor community. Act as the liaison with donors in the areas of oversight, reporting, and compliance. Ensure that CPCS submits timely field reports that monitor and measure program results as required.
- Serve as the Acting Director and cover the responsibilities of the Director of Finance and Administration as required

Required Qualifications and Skills:

Work Experience

- Practical experience in executing tasks similar to those described above; ideally experience working with a Non-Governmental Organisation (NGO) in Asia.
- Experience as senior manager of complex donor-funded multi-sectoral programs, including supervision of managers and oversight of M&E responsibilities.
- Track record delivering superior results, commanding respect, and assuming leadership roles.
- Success in roles requiring execution of multiple tasks while responding to multiple priorities.
- Proven ability to work with efficiency and flexibility while maintaining a harmonious workplace.
- Demonstrated proficiency in strategic planning, development and implementation of new programs and efforts to build long-term program sustainability; experience in higher education or museums is preferred.
- Demonstrated success in developing successful collaborative working relationships with counterparts from diverse backgrounds, including other implementers and local partners, and international donors.
- Demonstrated experience with donor compliance and reporting requirements and thorough understanding of donor regulatory environments.
- Proficient in information technology, particularly Microsoft Office: Word, Excel, Power Point, Outlook and with a first rate ability to undertake Internet research. Fluency in digital communications platforms and strategies, including Facebook, Twitter and others. Demonstrated ability to identify and introduce new technology tools in the workplace.

Skills

- Strong strategic and analytical skills. Demonstrated interest in and sound understanding of peace and conflict issues in the Asia. Knowledge of Myanmar and Philippines peace processes is advantageous.
- Superior communication and interpersonal skills: articulate and tactful oral and written communication skills with a strong command of English. Evidence of



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ability to productively interact with a wide range and levels of organizations (government, private sector, NGOs, research institutions). Experience in multicultural settings is advantageous

- Highly motivated, hard working and well organized. Willing to go the extra mile and work long hours and on weekends when required.
- Demonstrated commitment to excellence.
- Demonstrated track record of flexibility. Ability to react and adapt quickly to unexpected changes, and ready to anticipate problems and provide creative solutions and meet deadlines in challenging situations. Flexibility must also be applied to work in multicultural teams, respecting cultural, religious, and national diversity.
- Demonstrated commitment to the Centre's mission and core values.
- Education: At a minimum, must possess a Masters degree, preferably in Peace and Conflict Studies or related field

Applicants should send their CV, motivation letter and three references to Ms. Desiree Joy Granil, joy.desiree@centrepeace.asia by 28th February 2015. Only short-listed candidates will be contacted for interview.