



Strengthening strategic interventions into violent conflict with the overall aim of fostering sustainable peace in the Asia region

VACANCY: Partnership & Grants Officer – Strategy and Coordination Team

IMMEDIATE SUPERVISOR: Deputy Director

CONTRACT DURATION: 31 December 2017 (minimum)

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- Are you passionate about supporting people and their countries' transition out of violent conflict?
 - Are you an excellent relationship builder who connects easily with people from a range of different cultures and organisations?
 - Do you want to be a part of a dynamic, values-driven organisation that develops innovative, inter-disciplinary field-based peace practices with a range of different stakeholders?

Yes? Then we want to hear from you!

The Centre for Peace & Conflict Studies (CPCS) is looking for a **Partnership & Grants Officer** to join our **Strategy and Coordination Team**. The core task of the Partnership & Grants Officer is to develop and nurture strategic partnerships, including but not limited to funding partners.

ABOUT US

Founded in 2008, CPCS is a Cambodian-based non-governmental organisation (NGO) working in the field of peacebuilding and conflict transformation in Asia. Our mission is to strengthen strategic interventions into armed conflict with the overall goal of reaching sustainable and positive peace in the Asia region.

We design conflict transformation initiatives rooted in critical and ongoing analysis that are tailored to the needs of stakeholders within their conflict contexts. Our demand-driven interventions are aimed at influencing Asian peace processes, building capacities for conflict analysis and intervention strategies, and influencing theory, policy and practice through research, learning and publications.

To enhance the sustainability of outcomes, we prioritise long-term accompaniment over one-off programmes, building lasting relationships with key individuals, groups and institutions directly involved in peace processes. These relationships provide a myriad of perspectives on conflict dynamics as well as opportunities to support and strengthen locally led efforts.



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New projects are frequently identified through feedback from these partners and are designed to fill identified gaps, strengthen conflict transformation approaches and bring together key actors to develop new strategies for reducing conflict.

CPCS always remains pro-peace in our work, as well as impartial, flexible and transparent, providing resources, as they are required to all parties in their respective peace processes.

ABOUT YOU

As our new Partnership & Grants Officer, you are committed to establishing and nurturing strong relationships with a broad range of partners from a variety of different cultural contexts. You are detail-oriented and have the ability to manage and meet multiple deadlines simultaneously. You are a dedicated peacebuilder who is passionate about supporting your colleagues to deliver various different activities.

You will coordinate and support CPCS' programme teams in documenting programme activities, outcomes and impacts, synthesising information for organisational learning as well as producing reports for funders. You will also support the programme teams and CPCS' leaders team to translate project proposals and organisational activities into concept notes and funding proposals, ensuring proposals are in appropriate format for funding partners.

MAIN TASKS & RESPONSIBILITIES

- Developing and nurturing strong relationships with a range of different partners and organisations, including local partners, community organisations, and donors.
- Coordinate funding proposals to ensure funding requests are in-line with organisational plans, including compiling information and editing proposals.
- Prepare reports on the implementation of projects as per donor guidelines using indicators listed in project proposals.
- Development and monitoring of organisational and programmatic indicators, measures and measurement tools, as recommended by strategic plan and requested by funders, programmes and/or organisational evaluation.
- Perform other duties as assigned by Deputy Director of CPCS.



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QUALIFICATION & SKILLS

- **Education:** Degree in peace and conflict studies, conflict transformation or related field.
- **Experience:** At least two years practical experience in executing tasks similar to those described above. Demonstrated professional writing experience is essential to this position.
- **Skills:**
 - **Disposition:** Excellent interpersonal skills and high level of emotional intelligence. Ability to adapt to cross-cultural settings, including working within multiple cultural contexts simultaneously, and working with people from different backgrounds and working styles. Passionate about playing a 'behind the scenes' role in contributing to the delivery of activities and the pursuit of CPCS' vision.
 - **Organizational Skills:** Must be highly motivated, hard working, well organized and detail-oriented. Demonstrated commitment to excellence. Ability to meet short and long term deadlines without direct supervision.
 - **Communication Skills:** Outstanding oral and written communication skills with a strong command of English.
 - **Writing Capacity:** Excellent writing, editing and proofreading skills.
 - **Confidentiality:** Protects the organization and its operations by ensuring the confidentiality of sensitive information.
 - **Information Technology:** Proficient in information technology, particularly Microsoft Office: Word, Excel, Power Point, and with excellent ability to undertake Internet research.
 - **Organisation:** Ability to fully identify with the Centre's mission and core values.

Applicants should send their Curriculum Vitae, motivation letter and three references to Ms. Desiree Joy Granil, Administrator/Human Resource Manager at desiree.cpcs@gmail.com by **April 17, 2016**. Only shortlisted candidates will be contacted for interview.

For more about CPCS, please visit our [website](#) or [Facebook page](#).