

## **GLOBAL ALLIANCE ON ARMED VIOLENCE (GAAV)**

### **VACANCY FOR COORDINATOR**

The Global Alliance on Armed Violence (GAAV) – an alliance which aims to provide a global platform to help improve the quality, impact and visibility of local, national, regional and international initiatives to prevent and reduce armed violence – is looking for a highly motivated person for the following position:

#### **Coordinator**

The Coordinator will manage the day-to-day work, and oversee the development, of the Alliance . The Coordinator is expected to connect and engage with the different resource partners and facilitate in ensuring the functionality of the Working Groups within GAAV. He or she will report to, and be directed and supervised by, the Interim Committee of the Alliance until such time as a Board is formed to take over governance responsibilities (planned for second half of 2013)

#### **Eligibility/ Other requirements**

Applications are invited from suitably qualified persons, preferably those with a background in armed violence prevention and reduction work or a related field. Further details on the position can be accessed under job vacancy at the website: [www.allianceonarmedviolence.org](http://www.allianceonarmedviolence.org).

#### **Terms and Conditions**

The Position will be full-time and with an initial six month employment contract renewable depending on funding. The Coordinator will be based where he/she is located. Salary according to location, qualifications and experience The successful candidate is expected to commence in September 2013 (or as early as possible).

#### **Expressions of Interest**

Interested applicants must address the selection criteria (maximum 2 pages), and detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge. All applications should be sent to: [info@allianceonarmedviolence.org](mailto:info@allianceonarmedviolence.org) by 15th August 2013. Please include in your application a curriculum vitae of no more than 3 pages. Written references are not required at the time of application, although applicants should ensure that the names and contact details of two work-related referees are supplied. Do not send copies of academic transcripts, awards, degrees, or published papers.

**Post Title:** Coordinator of Global Alliance on Armed Violence

**Location:** Negotiable. The position requires the ability to travel.

**Principal purpose of role**

The Coordinator will manage the day-to-day work, and oversee the development, of the Alliance. He or she will report to the Interim Committee of the Alliance until such time as a Board is formed to take over governance responsibilities (planned for second half of 2013)

**Main duties, tasks and responsibilities:**

- Support the establishment of Working Groups addressing relevant issues related to armed violence prevention and reduction, including providing sufficient guidance and information in the initial phases;
- Oversee the functioning of the Working Groups including ensuring the mechanisms and process to enable exchange of experience and facilitate information flows;
- Be responsible for further developing the design and functionality of the web site. The Alliance website is intended as a platform for sharing experience and information e.g. examples of good practice, membership information, upcoming events and reports from the Alliance, etc.;
- Handle administrative tasks associated with the daily-running of the Alliance;
- Support production of funding applications for the Alliance as a whole and reporting to funders;
- Manage internal and external communications for the Alliance – to all members, between working groups to external bodies, including being first point of contact for information on the Alliance;
- Be responsible for implementation of monitoring and evaluation plans for the GAAV and ensuring that monitoring and evaluation is carried out by the working groups;
- Serve as a resource to all stakeholders in the alliance;
- Prepare and attend Interim Committee or Board meetings;
- Facilitate monitoring and evaluation/progress meetings;
- Provide guidance to members, working groups, and partner organizations to ensure they maintain programmatic and financial discipline and accountability.

**Language Requirements:**

Fluency in English. French and/or Spanish would be an advantage.

## **Knowledge and Experience**

- Education: Advanced university degree in peace and conflict studies, development studies, political science, or similar
- Five years' experience in network and project management
- Knowledge and/or experience of programming in armed violence, peacebuilding or conflict transformation
- Experience in website development and use of social media in communication strategies
- Experience in fundraising and financial management desirable

## **Skills and abilities**

- Strong communication skills
- Good organizational and coordination abilities
- Initiative and problem-solving skills
- Capable of working independently with minimum supervision
- Good knowledge of social media