

ACT Alliance is recruiting a Programme Manager to its Geneva team.

**Programme Manager – Access to Rights and Protection/Forced Displacement
(100%, Geneva, initially for one year)**

1. Major functions summary

Programme Manager develops and leads the new ACT Alliance programme on Access to Rights and Protection for those who are forcibly displaced.

2. Duties and responsibilities

- Leads the development of the ACT Alliance programme on Access to Rights and Protection /Forced Displacement
- Coordinates and implements where appropriate the global level components of the programme, including its advocacy components
- Identifies and builds internal and external partnerships for the programme including works with and develops strategic relationships with WCC, LWF, ACT EU, CCME and other relevant ecumenical organisations
- Engages actively with UN, its member states and broader civil society where relevant
- Fundraises for the programme
- Supports the regional teams, other colleagues and the broader alliance on the implementation of the programme
- Communicates on the outcomes of the programme with internal and external stakeholders
- Reports on the implementation of the programme

3. Competences and behaviours

- Committed to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity
- Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an alliance where faith is a key ingredient of people's lives
- Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow them and acts as a role model

4. Key working relationships

- Liaises with ACT members, ACT forums, ACT-EU, Communities of Practice and Advisory Groups through regional staff or directly

- Liaises with the ecumenical partners, in particular WCC, LWF, CCME, ACT EU and other regional ecumenical organisations working on forced displacement
- Liaises with UN, member states, civil society and other relevant partners to the programme
- Works effectively with the Regional teams in Bangkok, Nairobi, Amman and San Salvador and other ACT secretariat staff in Geneva and New York on issues relevant to the programme
- Liaises with external stakeholders including donors related to forced displacement
- Reports to Head of Strategy and Partnerships

5. Technical skills and experience

- Relevant academic degree with a minimum of seven to ten years of relevant work experience, including management experience
- In-depth knowledge of key issues of forced displacement and relevant human rights law
- Highly developed interpersonal and communications skills including influencing, negotiating and coaching
- Ability to manage and lead in networked working environment
- Ability to turn strategies into plans and actions
- Good understanding of the role and added value of churches and faith-based organizations
- Excellent knowledge of English language, working knowledge of French or Spanish an asset

About ACT Alliance

ACT Alliance is a coalition of more than 140 churches and faith-based organisations (FBO's) working together in over 100 countries to create positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality. ACT Alliance is supported by 25,000 staff from member organisations and mobilises about \$1.5 billion for its work each year in three targeted areas: humanitarian aid, development, and advocacy. ACT Alliance is deeply rooted in the communities it serves. It has earned the trust and respect of local people long before large international interventions scale up, and remains steadfast in its grassroots commitments for many years after world attention has shifted elsewhere.

For more details about the general work of ACT, please click on this link: <http://www.actalliance.org/>

How to apply

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@actalliance.org by Tuesday 2 August 2016. Please put "Programme Manager" in the subject line. Please note that only shortlisted candidates will be contacted.