

12. In coordination with technical Team, build the capacity of staff and partners in key project management principles, tools and approaches and ensure that these new skills are utilized on the job.

Leadership and Management

1. Provide regular one to ones to the relevant employees, ensuring that you adhere to MA's annual appraisal "PACE" framework **(for managers)**
2. Ensuring that relevant employees are set with annual SMART objectives and making sure that you are aware of your SMART objectives from your line manager **(for managers)**

Other

1. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
2. To comply with all policies, procedures, legal and regulatory requirements.
3. Any other duties commensurate with the accountabilities of the post.
4. Plus any other, e.g. Travel requirements

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Relevant degree level education from recognized university in social studies, conflict sensitivity, peacebuilding, social cohesion, international relations, political science, international development, management, or another relevant technical field	Essential	Application
Bachelor's degree required, advanced graduate degree preferred	Essential	Application
Experience & Knowledge:		
A minimum of 3 years up of professional experience in one or more of the following areas is required: programme management, peacebuilding, community empowerment	Essential	Application, Interview
Proven experience of leading, managing and supervising a diverse programme team including distance management	Essential	Application, Interview

