

Program Director – Children in Armed Conflict

Based in Cambridge, USA

1 Overview

Conflict Dynamics is seeking to engage an exceptional, highly-motivated and experienced Program Director to head its well-established **Children in Armed Conflict Program**.

This is a senior-level position within an innovative and impact-oriented organization and the Program Director will be engaged in all aspects of the design and implementation of the Program. Specifically, the Program Director will lead a program of work designed to strengthen protection of children in situations of armed conflict, including through advancing accountability for serious violations of international law committed against children. The Program Director will also serve as a member of Conflict Dynamics' Senior Management Team.

The position is based at Conflict Dynamics' principal office in Cambridge, USA, and will involve frequent travel.

2 Background

Conflict Dynamics International is an independent, not-for-profit organization that works to prevent and resolve violent conflict, and to alleviate human suffering resulting from conflicts and other crises around the world.

Founded in 2004, Conflict Dynamics works to fulfil its mission through its work in two intersecting program areas: *Peacebuilding* and *New Frontiers of Humanitarian Action*. Conflict Dynamics has established offices in the United States and Kenya and has colleagues working in various locations in East and Horn of Africa, and in Europe.

Conflict Dynamics' work to strengthen the protection of children affected by armed conflict dates back to the birth of the organization in 2004. Conflict Dynamics has worked on several issue areas relating to children in armed conflict and the Program has evolved to focus on 'CAC accountability' – the prevention and remedy of serious violations of international law committed against children in situations of conflict. This body of work supports practitioners and policymakers at local, national, and international levels to pursue accountability through judicial and non-judicial actions. Building on the [Children in Armed Conflict Accountability Framework](#) (June 2015) and other tools, Conflict Dynamics provides trainings, technical advice, and knowledge-exchange opportunities. These activities support key stakeholders to create policies and practices for more effective CAC accountability. This stream of work also focuses on empowering children and youth affected by armed conflict.

The CAC Program is also exploring new avenues for greater impact towards protection of children affected by armed conflict.

3 Scope of work

The Program Director's responsibilities will include (but are not limited to):

1. Evolving the **overall design of the Program**, including identification and refinement of activities to achieve the Program's desired outcomes and impact. This will include

exploration of potential new and innovative areas of activity for Conflict Dynamics related to children in armed conflict.

2. **Implementing the Program successfully** in all its aspects, including managing the Program Team and activities in areas of research, consultations, development of products, outreach etc. The Program Director will be responsible for ensuring that the Program is implemented in accordance with Conflict Dynamics' working principles.
3. Managing Program **fundraising**, including development of proposals and budgets for sustaining the Program. This includes cultivating new donor relationships, liaising with existing donors, and managing grant reporting to existing program donors.
4. **Managing Program personnel** – including Employees and Consultants – which entails provision of guidance, coaching and feedback for personnel.
5. **Developing and implementing work plans and engagement plans** to ensure fulfilment of the Program's objectives. The engagement plan defines interaction with a range of actors in child protection, human rights, justice and related fields at local, national, regional and international levels, including: national authorities, parties to armed conflict, UN agencies, NGOs, civil society, donors, academics, and/or others.
6. Conducting **field missions and leading team travel** to project locations in conflict-affected and post-conflict States to provide technical advice, facilitate trainings, and to conduct research and consultations, as required.
7. Managing **drafting and production of briefing papers** and reports/resources produced under this Program.
8. **Representing the CAC Program externally** in meetings, conferences and training events as required, ensuring effective representation of Conflict Dynamics' mission, goals, and methodology.
9. **Representing the CAC Program in internal meetings** and Brainstorming and Planning Sessions and serving as a member of Conflict Dynamics' Senior Management Team.

4 Qualifications and experience

Professional experience and qualifications:

- Minimum 12 years' professional experience working on issues relating to humanitarian affairs, preferably with emphasis on issues related to children and armed conflict and/or accountability, including direct field-level experience.
- Advanced university degree (Master's Degree or Doctorate) in International Relations, International Law, Human Rights, Humanitarian Affairs or a related field.
- Strong knowledge and understanding of child rights and accountability concepts, methodologies, and frameworks, and their application/implementation in conflict and post-conflict settings.
- An established network of contacts in areas of activity related to humanitarian affairs and children and armed conflict.
- Expertise in child participation and experience working directly with children and youth in conflict and post-conflict settings is highly desirable.

Leadership and management skills:

- A minimum of 7 years progressively-responsible experience in program management and management of program staff and consultants.
- Demonstrated Program development and fundraising experience, including prior experience applying for, securing and managing grants from government and foundation donors.
- Demonstrated program budget development and fiscal oversight experience.

Language and Communication skills:

- Excellent presentation, facilitation, drafting and communication skills, including experience conducting trainings and focus groups with a range of multi-lingual, multidisciplinary audiences.
- Experience building and maintaining relationships with a wide range of interlocutors including donors, States, non-State actors, UN agencies, national and international civil society actors and children and communities affected by armed conflict.
- Fluency in English is required; Fluency/strong working level in French, Arabic and/or Spanish is highly desirable.

Other:

- Ability to work independently and as part of a team, and to work on several aspects of the initiative simultaneously.
- Attention to detail for quality control and ability to maintain a big-picture perspective of program priorities and direction.
- Commitment to Conflict Dynamics' vision, mission, ethos and working principles.

5 Location and date of commencement

The Program Director will be based in Cambridge, Massachusetts, and will travel frequently to locations within the United States (e.g. New York and Washington, DC) and internationally (e.g. East and Horn of Africa, Europe).

The Program Director will be engaged as a full-time, salaried Employee of Conflict Dynamics. The desired start date for this position is 28 August 2017, or sooner. Applicants must have pre-existing employment authorization in the United States.

6 Compensation

The salary for this position will be commensurate with experience. Conflict Dynamics offers a generous compensation package that includes benefits and allowances for accrued vacation, health and medical cost reimbursement, retirement, and child-care reimbursement during travel.

7 Application procedure

Interested applicants should send a brief cover letter (1 – 2 pages) and CV/Resume by email to recruit@cdint.org not later than 10 July 2017. The cover letter/email should reference "CAC Program Director position." Interviews will be conducted during July 2017.

**** NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED ****