

Job Description



Job Title:	Chief Programmes Officer		
Cluster:	Programmes		
Salary:	USD 126,944.35 per annum (excluding benefits)	Contract Type:	Permanent (subject to satisfactory performance and funding availability)
Location:	Remote		
Reports to:	Secretary General		
Direct Reports:	Advocacy and Campaigns Lead, Civic Space Research Lead, Communications Lead, Membership and Networks Lead, Innovation and Quality Management Lead.		
Job Role			
Role Overview:	The Chief Programmes Officer will guide CIVICUS’s key programmatic priorities for enhanced impact with a view to mobilising citizen action, defending civic freedoms and catalysing civic participation. They will manage and harmonise the work of CIVICUS’s programmatic teams focused on civic space research, public facing advocacy, people centred communications, member and networks outreach as well as innovation and quality management. The Chief Programmes Officer will represent CIVICUS in civil society platforms, international institutions and other relevant forums. They will drive support and expansion of CIVICUS’s networks to advance civic and democratic freedoms.		
Areas of Responsibilities	Key Activities		
Strategic Leadership	<ul style="list-style-type: none">● Shape, devise and steward programmatic priorities in line with CIVICUS’s mission and vision.● Actively participate in senior leadership functions including strategy setting and implementation in line with CIVICUS’s strategic objectives and annual plan.● Ensure strategic oversight, management of and coordination among programmatic teams.● Support the evolution of CIVICUS’s organisational culture with a view to advancing citizen action and fostering collaboration for impactful programme delivery.		
Representation	<ul style="list-style-type: none">● Provide thought-leadership and represent CIVICUS at key civil society platforms, multilateral institutions and policy forums connected to CIVICUS’s mission and vision.● Develop and maintain relationships with key organisational stakeholders and networks to advance strategic priorities and support the needs of CIVICUS members and civil society at large.		

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	<ul style="list-style-type: none"> • Ensure effective coordination of CIVICUS's member outreach, public facing engagements and represent organisational positions in global key debates.
Coordination and Harmonisation of Programmatic Teams.	<ul style="list-style-type: none"> • Ensure coherence in programmatic activities with a view to advancing CIVICUS's mission and vision, strategic objectives, and annual plans. • Ensure effective harmonisation of CIVICUS's programmatic priorities and coordination between programmatic teams. • Initiate relevant knowledge offerings, advocacy actions and convenings to advance programmatic priorities.
People Leadership and Management	<ul style="list-style-type: none"> • Ensure effective management of programmatic leads and other direct reports while supporting their well-being and professional development. • Ensure effective recruitment, selection, retention, development and succession planning. • Conduct probation, performance management according to HR timelines ensure high performance from staff. • Develop a team culture that values collaboration, coherence and effective internal and external partnerships.
CIVICUS Values and Change Management	<ul style="list-style-type: none"> • Lead innovation and change management by fostering a culture of excellence within teams to ensure continuous improvement and evolution of CIVICUS's programmatic work. • Create a culture of professional integrity within teams based on CIVICUS's values and through personal example.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Masters in social sciences, international relations or law (in cases of exceptional experience this requirement can be waived) • Excellent communication – writing and public speaking - skills in English
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Significant work experience across a range of civil society organisations with minimum 10 years management experience of which at least 7 years should be at a senior management/leadership level (this position will be supervising the work of at least 5 key programmatic leads). • Strong communication skills, with proven ability to negotiate and influence change, with sensitivity. • Deep commitment to and knowledge of human rights and social justice principles. • Strong analytical, strategic thinking and project management/ planning skills. • Commitment to CIVICUS's vision, mission, values and ways of working. • Demonstrated experience of having worked nationally and internationally. • Sound understanding of global geo-political trends and a familiarity with key civil society networks and forums. • Demonstrated management experience in a multi-cultural environment and substantial networks within international civil society • Demonstrated experience of working remotely with globally distributed teams.

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Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Knowledge of one or more UN languages is desirable
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