Centre for Sustainable Peace and Democratic Development – SeeD

REGIONAL TEAM LEAD

POSITION DESCRIPTION AND TERMS OF REFERENCE

Position title:	Regional Team Lead
Duty station:	Remote work / Home office with travel across Ukraine & SeeD HQ in Cyprus
Reports to:	SeeD Executive Team
Remuneration:	2,500 – 3,000 EUR Gross Salary per month; depending on qualifications and experience.
Contract duration:	Full-time employment renewed annually, with a probation period of 3 months.
Start date:	March 2023, desired starting date.
Deadline for applications:	19th February 2023, 18:00 am GTM+2

General background:

The Centre for Sustainable Peace and Democratic Development (SeeD) works with international development organisations, governments and civil society leaders to design and implement people-centered and evidence-based strategies for promoting peaceful, inclusive and resilient societies. Working in Europe, the Middle East, Africa and Asia, SeeD provides social transformation policy recommendations that are rooted in citizen engagement strategies and an empirical understanding of the behaviours of individuals, groups and communities. More information about SeeD can be found at: www.seedsofpeace.eu.

Regional Team Lead contributes to developing strategic and substantive direction for regional efforts in close collaboration with the Senior Director of Research, Senior Director of Operations, Senior Director of Programmes, Director General and the Operations Manager. In line with SeeD's Two-year Strategic Plan, s/he upholds SeeD's institutional mission of improving evidence-based programme and policy efforts towards greater social cohesion, peacebuilding, and resilience. S/he identify the team needs and manage the team resources efficiently for successful and smooth implementation of projects including substantial input into shaping the growth, communication and recruitment strategies in close liaison with the SeeD's senior management.

Regional Team Lead is a **senior position that oversees SeeD's portfolio of projects and operations primarily in Ukraine, but also in Eastern Europe**, one of the biggest and most dynamics portfolios. These include the SeeD and SCORE partnerships with Chemonics, USAID, UNDP, FCDO and other key peace and development actors. The role ensures that Ukraine projects in particular and regional projects in general are well-coordinated among themselves to ensure effective and efficient delivery and use of material and immaterial resources. S/he maintain close communication and foster team cohesion and act as the main bridge with the SeeD HQ to ensure that all Ukraine and regional efforts are well-linked, and synergies and opportunities are built/seized to maximise growth and learning.

Duties and Responsibilities:

1. **Portfolio Management:**
   - Provides strategic birdseye view and leadership of all projects as a whole, **overseeing the implementation of projects** in Eastern Europe and ensuring their quality, efficiency and compliance with partner, donor and beneficiary needs and expectations.
   - **Ensures evidence uptake and policy relevance of efforts** and promotes the visibilbiliy and impact of SeeD's work. To that end builds, maintains and consolidates a strong and collaborative network of donors, partners, allies and development actors on regional, national and local level.
   - **Supports the sustainability and growth of the regional efforts** substantially, and helps identify, design and negotiate new programmes strategically.

2. **Operational Management:**
   - **Acts as the bridge between the regional team and other SeeD teams and departments** (HQ Operations and Finance Department, Analytics Team etc.), maintaining a close communication and coordination with SeeD Senior Management.
   - **Manages the regional operations** and distribution/(re)use/acquisition of material and immaterial team resources in an effective, efficient and sustainable way, including recruitment and onboarding.
   - **Coordinates with the HQ Operation Department** on resources, costs and workloads for strategic operational and financial planning and forecasting, as well as other operational duties such as budgeting, proposal drafting, managing timelines, deadlines and deliverable submissions.
   - **Ensures the effective and timely adoption and implementation of institutional policies** within the Team.

3. **Research Management:**
   - **Provides strategic input into research processes** and standards, **supervising and mentoring the regional team** of researchers, analysts, engagement officers and other team members.
   - **Supports the integration research and programmatic innovations** into regional efforts and contributes to cross-learning across regional teams.
   - Leads research processes if / when necessary.

On a cross-cutting level, s/he organises and facilitates weekly team coordination meetings to:
   - provide strategic input and guidance on policy relevance and responsiveness, and quality assurance of products, ensuring they are digestible, accessible and actionable;
   - support project coordinators and researchers to understand and consolidate different the partner and donor needs and priorities;
   - coordinate fair delegation of work and responsibilities, as well as project and timeline oversight;
   - foster smooth communication, collaboration and cross-learning across team members and projects;
   - ensure that regional efforts are coherent and in sync (e.g. Head of HQ Data Team is connected and can effectively support Ukraine projects).

Experience, Knowledge and Skills:

Essential

Minimum 6 years experience in:

- Managing teams of 5-8 people;
- Supervising people with different backgrounds;
- Project management processes (e.g. Action plan design, reporting, mel toolkits, stakeholder management);
- Managing projects and programmes in the non-profit sector;
- Solid experience in creating impact and visibility via organising public presentations, workshops, panels and similar events and publishing analytical products.

Strong understanding and knowledge of:

- socio-political context of Ukraine and Eastern Europe;
- fundraising and proposal development in the non-profit sector;
- facilitation skills and approaches;
- peacebuilding, reconciliation and conflict resolution theories and practice;
- different international peacebuilding and development actors and their global and country priorities (e.g. UN agencies, USAID, World Bank);
- SeeD's mission, vision, ethos, growth strategy and organizational policies.

Other essential skills:

- A post-graduate degree in a relevant social science or humanities discipline (e.g. psychology, sociology, economics, education, politics, international relations);
- Excellent written and verbal communication skills in English (IELTS 7.0 or equivalent);
- Solid analytical, prioritization and problem-solving skills;
- Advanced knowledge of MS Office package, especially Excel and PowerPoint;
- Strong commitment to peace, sustainable development and the principles of SeeD.

Desirable

- Ukrainian language skills and/or other language skills relevant for the region (e.g. Polish, Moldovan, Georgian)
- Basic data analysis skills and understanding of the statistical packages (SPSS/R/ or STATA);
- Good sense of humour.

Application Process:

1. Interested applicants should submit the following to ***recruitment@seedsofpeace.eu*** by 19th February 2023, 18:00 pm GTM+2

      (a) full CV including contact details and 2 references,

      (b) a cover letter which clearly states (i) how you envision your role at SeeD, (ii) how your previous experience and skills are relevant for this position, (iii) your available start date,

      (c) samples of written work (previous publications, research reports, evidence-based op-eds or similar)

2. Upon evaluation of CVs and responses, short-listed candidates will be invited for an interview and maybe also be asked to prepare a presentation as part of the evaluation.

We thank all candidates for their interest, however only those selected for interviews will be contacted.