



## Civil Society Resilience Fund Against Organized Crime

### Job Description: Fund Manager

#### Context

The Global Initiative Against Transnational Organized Crime is establishing a **Civil Society Resilience Fund Against Organized Crime** whose aim is to counter the impacts of organized crime worldwide by supporting civil society and non-state actors. The fund targets primarily grassroots community actors, who promote safety in communities affected by organized crime, raise awareness and change attitudes.

#### Role of the Fund Manager

A dedicated Fund Manager will oversee the operations of the fund, in close coordination and under the overall strategic direction of the Global Initiative senior management. The Fund Manager will be the primary liaison point for fund donors, the fund's governance structures and other stakeholders. The Fund Manager will direct and supervise the work of a team of regional coordinators, as well as a dedicated grants officer. The Fund Manager will ensure that the fund will work strategically and harmoniously with the Global Initiative priorities and plans, and under the Global Initiative rules, procedures and systems.

Specific tasks and responsibilities for the Fund Manager include:

1. **Strategic:** Shaping the direction and priorities of the Fund, in line with the requirements of the donors, the guidance of the fund and Global Initiative's governing bodies, and in line with the mandate and strategic plan of the Global Initiative. Building civil society and Global Initiative links to the wider diplomatic community in Vienna.
2. **Representational:** Presenting the Fund on behalf of the Global Initiative at a range of forums and for different audiences, including to donors (existing and potential), partner organizations, recipients, within the multilateral system and in the media.
3. **Management:** Accountability for the Fund's financial, administrative and human resources management. Ensuring the fund optimizes its resources in line with the strategic objectives for the Fund, employs best in class systems of management and oversight, meeting all donor and GI rules, regulations and requirements whilst doing so.
4. **Coordination:** Coordination of all of the Fund's activities, including the governing bodies. Ensuring close coordination with the Global Initiative leadership team.
5. **Communications:** Actively seek opportunities to positively showcase the work of the Fund, including overseeing and developing the appropriate multimedia and social media communication tools. Developing and overseeing the maintenance of a web portal for the Fund, and an identifiable "brand" that can be used in conjunction with Global Initiative branding.
6. **Grant management:** Identifying, vetting and overseeing the disbursement of fund monies to appropriate recipient, in line with the Fund's objectives and priority windows. Designing and developing the appropriate processes for identifying, awarding, monitoring and reporting on fund recipients and disbursements.
7. **Resource mobilization:** Seeking opportunities to mobilize additional resources to ensure the sustainability and expansion of the Fund's activities in line with its mandate.
8. **Reporting and Evaluation:** Ensuring the timely and effective reporting on the Fund's activities to donors, partners and to the broader stakeholder community at large, with an



emphasis on results and impact of the Fund's activities. Coordination of the Fund's independent evaluation process.

In addition, as a core member of the Global Initiative team, the Fund Manager will endeavour to bring their experience, expertise and networks to bear in the best interests of the Global Initiative. They will actively engage in organisation wide initiatives, and work proactively to foster team work, collaboration, coordination and learning across the organisation. They will promote a positive image of the Global Initiative and its work in internal and external forums.

#### Requisite skills and experience

The successful candidate will be able to demonstrate the following experience and skills:

- 8 years' experience working in an international environment in relevant fields, e.g. international development, diplomacy, governance, human rights, humanitarian affairs, peacebuilding and conflict resolution, or criminal justice or security sector reform.
- 5 years' experience directly managing or supporting international projects or grants in multiple locations and/or within the multilateral system. Experience managing a grants facility a particular asset.
- High level of proficiency in drafting for multiple purposes, including for research and publication, for external communications and outreach, and for internal communication and reporting. Experience in advocacy and communications an asset.
- Substantive knowledge and experience of global debates around transnational organized crime, community engagement and development/resilience.
- Existing knowledge and networks with relevant financial partners. Proven capacity for resource mobilization an asset.
- Demonstrated capacity to work independently and in teams, including with remote teams, to build strong working partnerships and relationships and to meet high standards of professional orientation.
- Creative and proactive problem-solving approach.
- Fluency in written and spoken English essential, including at a professional presentation standard. Professional fluency in a second language, ideally Spanish or French. Other relevant languages an asset.

#### Terms of service

- The post is a full-time assignment for an initial duration of 24 months, with a three-month probation period, and a possibility of extension dependent on funding and performance.
- The post will be located in the Global Initiative office in Vienna, Austria.
- An estimated 25-35% of time is anticipated on professional travel.
- Salary will be competitive, commensurate to the chosen candidate's experience.
- The Global Initiative operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Interested candidates should email their CV and a cover letter to [jobs@globalinitiative.net](mailto:jobs@globalinitiative.net), marking the job title in the subject of the email. Deadline for applications is **31 January 2019**. We intend to screen applications and interview in February, with appointments made from March onwards.