

JOB DESCRIPTION

Grant Liaison – Asia Pacific, Resilience Fund

Background

The Global Initiative is an independent civil society organization, headquartered in Geneva, Switzerland, with a globally dispersed Secretariat and a high-level advisory board. Its network members include prominent law enforcement, governance and development practitioners who are dedicated to seeking new and innovative strategies and responses to organized crime.

The Global Initiative was born from a series of high-level, off the record discussions between mainly (though not exclusively) law enforcement officials from both developed and developing countries in New York in 2011-12. At these meetings, the founding members of the Global Initiative, many of whom stand at the front line of the fight against organized crime, illicit trafficking and trade, concluded that the problem and its impacts are not well analysed; they are not systematically integrated into national plans or strategies; existing multilateral tools are not structured to facilitate a response and existing forms of cooperation tend to be bilateral, slow and restricted to a limited number of like-minded states.

The result was the creation of the Global Initiative against Transnational Organized Crime, which provides a platform to promote greater debate and innovative approaches, which serve as the building blocks to an inclusive global strategy against organized crime. In addition to the headquarters in Switzerland, the GI-TOC also has offices in Austria, South Africa and Cape Town.

The Resilience Fund is a grant-making mechanism that identifies, enables and protects community actors and their efforts in parts of the world most affected by violence and criminal governance. The Fund equips individuals and group initiatives with the financial means, capacity and skills-building tools to create resilience networks and seek innovative approaches to citizen security and peacebuilding.

Job Description

The Global Initiative is looking for a Grant Liaison based in South East Asia with knowledge of at least one language from the region. The ideal candidate will have experienced in working with civil society organizations and actors involved in various areas such as development, community engagement, human and environmental rights and conservation. The work is a combination of research and writing as well as administrative and organisational tasks and will include facilitation or participation in capacity building activities. The requirements of this role are fluid and the role adapts according to project needs. However, GI-TOC's working environment is flexible and balanced with opportunities to diversify skills and contribute to multiple projects. This position can be performed remotely or out of GI-TOC's regional office in Bangkok. GI-TOC will not support relocation efforts for this position.

The Grant Liaison will work primarily for the Resilience Fund project within the GI-TOC and may be required to support other teams such as Observatories, The Index and Communication teams when available. S/he will work closely and report to the Regional Field Coordinator – Asia and the Resilience Fund Manager.

Main responsibilities and specific tasks:

- Identify local civil society initiatives in the region, which can and have responded to the effects of organized crime. This involves verifying potential grantees and conducting security risk assessments.
- Support potential grantees with the development of their projects according to GI-TOC and Resilience Fund mandates. This involves support in narrative development, clarifying interventions and feedback on budgets.
- Act as the primary point of contact for grantees throughout the project cycle and coordinate Fund related activities.
- Monitor and evaluate grantee projects, payments, security status and achievements. This involves ensuring that grantees provide their reports on time and communicate any hurdles throughout the duration of the Fund's support.
- Support the Resilience Fund Manager and the Regional Field Coordinator in organizing regional and local dialogue activities, online capacity building and networking events.
- Contribute to Resilience Fund research, donor project reports and communication outputs on the region as per requirement.
- Coordinate activities of the Resilience Fund Community Platform.
- Support the global Resilience Fund team as required.
- Support other GI-TOC teams including observatories, The Index and Communication teams which may involve liaising between grantees and GI-TOC staff, research or administrative tasks.

Requisite skills and experience:

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

- A Bachelor's degree in relevant subjects such as but not limited to Social Sciences, Journalism, Public Relations, etc is essential. A Master's Degree is desirable.
- Minimum 3 years of relevant work experience in the social sector or with international and national civil society organizations.
- Experience in community engagement, especially with diverse communities, is an asset.
- Knowledge of organized crime topics relevant to Asia is an asset.

- Experience in desk research and literature review is desirable.
- Excellent communication skills especially writing.
- Proficient in computer skills especially Microsoft Word and Excel, Dropbox and Google Forms.
- Proven ability to work independently and with competing workloads, while contributing to team objectives.
- Respects deadlines with the ability to collaborate with team members from diverse backgrounds.
- Near native fluency in English and fluency in at least one national language of the continent is essential.

Starting Date

As soon as possible.

Contract Duration

One year with the possibility of extension depending on availability of funds.

Application

To apply for the position, please submit :

- Cover Letter
- CV
- Three professional references
- Contact Information

Please kindly include the following in your email's subject line: **Application for Grant Liaison – Asia Pacific, Resilience Fund.**

Applications must be sent to jobs@globalinitiative.net by 15 November 2023.

Only short-listed candidates will be contacted.