



A Network of People
Building Peace

Vacancy

Global Partnership for the Prevention of Armed Conflict (GPPAC)

Inception Phase Lead

About GPPAC

The [Global Partnership for the Prevention of Armed Conflict \(GPPAC\)](#) is the world's largest member-led global network of local peacebuilders. We bring together over 200 civil society organisations actively working to prevent violent conflict and build more peaceful societies. The Global Secretariat (based in The Hague, the Netherlands) supports the network through global advocacy, fundraising, communication, and Planning, Monitoring, Evaluation and Learning (PMEL).

GPPAC facilitates connections between network members for learning and knowledge exchange, and we work to make sure that the voices of local civil society organisations are heard in national and international policy arenas. GPPAC seeks to build a new international consensus on how we approach violent conflict, calling for a fundamental change: a shift from reaction to prevention.

About the position

GPPAC is seeking an **Inception Phase Lead** to support the launch phase of a new multi-year strategic partnership with the Netherlands' Ministry of Foreign Affairs.

GPPAC's programme aims to support local peacebuilders to contribute to peaceful and safe societies in part by strengthening capacities to engage in policy making at the international, regional and national levels, and in turn, to ensure that peacebuilding policies are better aligned, responsive, and adaptable to local needs and complexities.

The programme's geographic area of focus centres on Niger, the Occupied Palestinian Territories, Somalia, and Uganda. These countries correspond to three GPPAC regions: East and Central Africa, Middle East and North Africa, and West Africa. As a global network of civil society organisations (CSOs) actively working to prevent violent conflict and build more peaceful societies, GPPAC's programme also has broader regional, continental, and global foci for select policy influencing and capacity-building activities under its Network Approach.

The Inception Phase Lead will report directly to the Management Team. The role is based at the Global Secretariat in The Hague, the Netherlands, for which candidates must already possess a work permit. The position is offered full-time (38 hours per week) from October 2024 to the end of May 2025.

Responsibilities

As Inception Phase Lead, you will support the coordination, planning, logistics, communication, and implementation of the inception phase of the programme. The Inception Phase Lead will work closely with the Management Team, the Network Coordinator and the PMEL team and engage frequently with the three regional secretariats and GPPAC members within the four focus countries. The role aims to ensure the inception phase establishes a strong foundation for the longer-term programme.

Project Management

- Lead planning, logistics, and monitoring of inception phase activities across Niger, the Occupied Palestinian Territory, Somalia, and Uganda, ensuring compliance with donor guidelines and organisational policies.



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- Develop and manage a detailed action plan with timelines, deliverables, and roles to keep activities on track.
- Facilitate strategic planning sessions with GPPAC country and regional members, fostering collaboration and setting the foundation for further programme implementation.

Planning, Monitoring, Evaluation and Learning

- Analyse baseline studies' data to align programme activities with the findings.
- Support reviewing and adapting the MEL strategy and Results Framework for effective programme management.

Stakeholder Engagement and Co-design

- Support the co-design of country-specific and overarching programme strategies, engaging with GPPAC members, local peacebuilders, policymakers, and other stakeholders to shape the programme's strategic agenda.
- Provide logistical and facilitative support for in-person and online meetings and workshops in The Hague and the focus countries.

Capacity Development Assistance

- Coordinate the contracting of consultants for baseline studies.
- Assist the Global Secretariat in adapting team structures and recruiting staff or consultants in key areas such as PMEL and project coordination.
- Support GPPAC country and regional members in developing job descriptions and hiring local experts.

Communication and Reporting

- Provide regular updates to management and staff on progress, outcomes, and insights from the inception phase, ensuring alignment with strategic objectives.
- Contribute to quarterly donor reports and ongoing engagement with donors.

Requirements

Education and work experience

- Advanced degree in Public Administration, International Development, Business Administration, Political or Social Science, or a related field.
- At least five years of experience coordinating or managing multi-year, multi-country projects within civil society in international and multi-stakeholder contexts.

Project Management and Technical Skills

- Proven project management, timeline management, risk assessment, and resource management skills.
- Experience in coordinating complex, multi-country projects in international and intercultural settings
- Knowledge of participatory and collaborative approaches, including co-design.
- Proficiency in project management tools (e.g., ClickUp), spreadsheets, and databases for organising, tracking, and reporting.

Core competencies

- **Planning and Organising:** Effectively manages own work while coordinating with others, maintaining alignment and tracking progress to meet objectives.
- **Adaptability and Flexibility:** Ability to adjust plans and strategies based on changing circumstances and new insights.
- **Time Management:** Effectively prioritises and manages tasks to meet deadlines.
- **Analytics:** Brings logical structure to complex issues, considers diverse perspectives, and translates information into clear objectives and outcomes.



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- **Problem-Solving and Critical Thinking:** Can independently address challenges, explore various solutions, and identify root causes; anticipates potential future scenarios.
- **Initiative and Proactiveness:** Takes charge of tasks and anticipates needs.
- **Cultural Sensitivity:** Awareness and respect for diverse cultural contexts are essential for working in international and intercultural environments.
- **Teamwork and Participatory Approaches:** Proven ability to collaborate effectively with diverse teams and build strong working relationships (remotely) with members. Experience with participatory and collaborative approaches, including co-design.
- **Stakeholder management:** Excellent interpersonal skills, with the ability to facilitate across different cultures and contexts.
- **Language:** Fluency in English and proficiency in another language, preferably French or Arabic.
- **Willingness and Ability to Travel:** Being able to travel internationally as required.

Desired Attributes

- Experience working with civil society, particularly those based in the Majority World.
- Knowledge of working on and supporting the implementation of international programmes (peacebuilding, development, human rights) is an advantage.
- Experience working within or with a network and within the peacebuilding sector is seen as an added value.
- Relevant project management certifications (e.g., PRINCE2, PMP, Agile).

What we offer

GPPAC offers an interesting and challenging job in an attractive, international, flexible environment. GPPAC is an equal opportunities employer. Conditions are in accordance with Dutch Labour Law.

Employment	: October 2024 to 31 May 2025
Working hours	: Full-time (38 hours)
Salary	: EUR 4200 - 4500 gross per month if based in the Netherlands
Location	: The Hague, the Netherlands

Candidates must already possess a permit to reside and work in the Netherlands.

How to apply

Please send your CV and a cover letter, explaining your motivation and how you fit the requirements, to [recruitment\[at\]gppac.net](mailto:recruitment[at]gppac.net). Please only write “**Inception Phase Lead**” in the subject line for processing purposes. We only consider complete applications.

If you have questions about the position, you can send them to the same email address. In that case, put only “**Enquiry Inception Phase Lead**” in the subject line of your email message.

The **deadline for receipt of applications is Sunday, 13 October 2024 (23:59 CEST)**.

Applications will be reviewed on a rolling basis. **Only shortlisted candidates will be contacted.**
The recruitment process includes at least one round of interviews.