



No. 011

TERMS OF REFERENCE

- Job Title:** BAROMETER TEAM COORDINATOR
- Location:** Bogotá, Colombia
- Project Reference:** “Engaged Barometer for Implementation Support in Colombia”
- Project Purpose:** The Kroc Institute for International Peace Studies is tasked with monitoring and verifying the implementation of the Colombia Final Accord through its Barometer Initiative Program with the Peace Accords Matrix (PAM) Project. The Barometer Team Coordinator is responsible for managing the Team and acting as the Kroc Institute’s representative in Colombia.
- Organizational Setting:** The Barometer Team Coordinator will work under the supervision of the Peace Accords Matrix Director (located at the University of Notre Dame). He/She manages the Barometer Team, which is housed within the Social Pastorate of the Catholic Archdiocese of Colombia.

Application process:

- Interested candidates should send the following documents to convocatoriasnps@cec.org.co.
 - Resume/Curriculum Vitae
 - Contact information: cellphone and email
 - Cover letter/Letter of Application expressing why the candidate it is the ideal professional for the position
- **Job closing date: February 28, 2019**

Specific Tasks and Responsibilities:

Political Representative of the Kroc Institute in Colombia:

- Serves as the primary representative of the Kroc Institute in Colombia,
- Represents the Kroc Institute Barometer Initiative in meetings with senior Colombian government and international officials, and in public presentations, statements to the media, and interactions with major stakeholder organizations and entities,
- Opens, maintains and coordinates political dialogue and institutional cooperation with key audiences and stakeholders in Colombia (government and international organizations);

donors, including the UN and UE; NGO and civil society organizations and platforms; think tanks and university research centers; local and regional government representatives; etc.),

- Assures everyday liaison with Pastoral Social, CSIVI, International Verification Component and other core partner agencies and entities.

Coordinator of the Barometer Team in Bogotá:

- Supervises the Barometer Initiative Team, including the territorial team, in cooperation with senior Barometer Initiative staff leaders, including the Operations Manager and Colombia Political Director,
- Acts as a liaison between the Team in Colombia and the Peace Accords Matrix (PAM) team at the University of Notre Dame,
- Serves on the Barometer Leadership team, and reports directly to the PAM director in coordination with the Director of the Pastoral Social,
- Guarantees the coordination of the Barometer Initiative operations at the political, technical managerial levels,
- Assures and regularly reviews the operational and financial management of the Barometer Initiative, coordinating on a daily basis with the Program Manager at Kroc, the Financial Director at the Pastoral Social and the Operations Manager at the Barometer Initiative,
- Reviews the preparation of Barometer Initiative budgets and financial reports, in coordination with the Program Manager at Kroc, the Financial Director at the Pastoral Social and the Operations Manager at the Barometer Initiative,
- Works with the PAM Director in maintaining liaison with project donors,
- Works with the Social Pastorate in maintaining liaison with donors,
- Works with the Program Manager at Kroc and Operations Manager in the Barometer Team to ensure the timely delivery of program reports to donor agencies.

Analyst for Barometer Products:

- Cooperates with PAM research professors and research associates in using the Colombia Peace Accord Matrix and the Barometer Initiative system for collecting and coding implementation data,
- Provides analytic insight and direction for the reports of the Barometer Initiative, working closely with the PAM Director, Kroc advisors, and senior Barometer staff to define and articulate the policy analysis of the Barometer Initiative,
- Leads reflective spaces to analyze advances, concerns, and alerts connected to the implementation of the peace agreement,
- Works with the PAM Director, communications specialists and senior Barometer staff to craft the core messages and media framing of Barometer Initiative reports and public communications,
- Supervises Barometer Initiative communications, outreach and knowledge management activities,

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- Prepares drafts, edits and guarantees the quality of the analytical inputs of Barometer Initiative reports, including periodic comprehensive reports, special reports, monthly implementation summaries, and other requested research and analytic memos.

Preferred Qualifications:

- Advanced degree (MA or above) in social sciences or related field preferably in peacebuilding and conflict issues; or demonstrable equivalent.
- 10+ years experience working in the area of peacebuilding;
- 7+ years experience in successfully managing large teams and projects;
- High knowledge and understanding of the Colombian Peace Agreement, Colombian conflict dynamics and territorial processes, and the structures of the Colombian government
- Self-motivated, highly organized and able to work under pressure;
- Highly skilled at setting goals and keeping the team on track to complete these goals on time;
- Team-oriented with positive attitude and able to work well with others;
- Expertise in facilitating teambuilding and successfully managing interpersonal conflicts within a team;
- Excellent communication skills, including inter-personal and the ability to understand sensitive contexts while inspiring confidence and trust; preferred candidates will have experience in public speaking and writing policy reports;
- Excellent verbal and written communication skills in Spanish and English, fluency in English and Spanish required;
- Available and willing to travel within Colombia, including remote locations, and internationally as required;
- Good knowledge of Word and Excel required;
- Technical understanding of data collection and information sharing within an academic environment desired.