

## Vacancy Announcement

<b>Title:</b>	Programme Manager
<b>Type of contract:</b>	Fixed-term contract (maternity cover)
<b>Contract duration:</b>	6 months
<b>Work time:</b>	80%-100% position (32-40 hours per week)
<b>Reporting to:</b>	Director of Programmes
<b>Location:</b>	Geneva, Switzerland
<b>Start date:</b>	01.09.2026
<b>Application deadline:</b>	14.06.2026

### Background

The Global Survivors Fund ("GSF") was launched in October 2019 by Dr Denis Mukwege and Nadia Murad, Nobel Peace Prize laureates 2018. Its mission is to enhance access to reparations for survivors of conflict-related sexual violence around the globe, thus responding to a gap long identified by survivors. GSF acts to provide interim reparative measures in situations where states or other parties are unable or unwilling to meet their responsibilities. GSF advocates for duty bearers as well as the international community to develop reparations programmes. It also guides states and civil society by providing expertise and technical support for designing reparations programmes. GSF's survivor-centric approach is the cornerstone of its work.

### Role Summary

Reporting to the Director of Programmes, the Programme Manager (maternity cover) will support the continuity of programme delivery by ensuring effective coordination, tracking and follow-up of ongoing programme activities. The role focuses on maintaining visibility over country-level implementation, supporting coordination across teams, and ensuring that programme information is consistently collected, updated and shared.

The postholder will support the use and maintenance of recently established coordination and tracking systems and contribute to ensuring continuity during planned updates to reporting processes in 2026-2027.

This role does not include responsibility for strategic decision-making or programme design. Instead it focuses on supporting implementation through structured coordination, information management, and escalation of risks where needed.

## **Position Responsibilities**

### **Programme coordination and delivery**

- Track progress of country action plans and key deliverables through the internal cloud-based workspace (GSF Online), based on inputs from country teams;
- Follow up with teams on missing, outdated, or incomplete information in GSF Online;
- Flag delays, risks, coordination challenges or gaps in implementation to the Director of Programmes;
- Support country teams in the consistent use of GSF Online as the central platform for tracking action plans and programme implementation;
- Provide ongoing coordination support across country teams and relevant units (Finance, NATS, IAP, Communications, Global Partnerships, Risk and Compliance), supporting ongoing alignment and timely updates of country strategies;
- Support coordination of ongoing work related to survivor engagement, including follow-up on agreed actions and contributing to the drafting and refinement of an internal framework;
- Support cross-programme coordination to align the strategic vision, development and deployment of tools and publications.

### **Coordination across teams**

- Support coordination between country teams and across thematic areas to ensure consistent information flow;
- Support the Director of Programmes in the reorganisation of programmes department structure;
- Support the Director of Programmes in implementing the research component on education as a form of reparation;
- Maintain regular communication with Country Leads and relevant team members;
- Organise and follow up on coordination meetings, including preparation of agendas, minutes and action points;
- Support the implementation and maintenance of agreed team working dynamics (e.g. meeting structures, communication practices);
- Coordinate and/or facilitate peer support spaces for country teams;
- Attend weekly Programmes meetings and monthly operations meetings to support cross-fertilisation and information sharing.

### **Reporting and information management**

- Support the implementation of agreed updates to internal reporting systems and processes, including supporting teams in their use;
- Provide coordination support during the transition to updated reporting systems (planned for 2026-2027), including follow-up with teams on their use;
- Ensure continuity of reporting practices during the transition period;
- Flag challenges, gaps or inconsistencies in reporting to the Director of Programmes;
- Support accessibility and consistency of programme information across teams, in line with established tools and practices;
- Coordinate with relevant teams to ensure country fact sheets (summaries of country strategies) are available on GSF online.

## **Stakeholder engagement and representation**

- Support preparation of internal briefings, reports and presentations;
- Participate in internal or external meetings and coordination forums as required;
- Contribute to internal information sharing, knowledge-sharing and collaboration across team;
- Support coordination of inputs related to cross-cutting areas, including survivor engagement.

## **Position Requirements**

### **Education and Experience**

- Master's Degree or its international equivalent in international development, international relations, human rights, social sciences, or a related field;
- A minimum of 6 or more years of relevant experience in programme or project coordination in humanitarian or development contexts;
- Experience working across multiple projects or country contexts;
- Knowledge and/or relevant experience working on the right to a remedy and reparation, gender-based violence, conflict related sexual violence and/or transitional justice would be an asset.

### **Other Requirements**

- Organisational and coordination skills, with the ability to manage multiple workstreams;
- Strong interpersonal skills, with the ability to build trust and develop constructive working relationships across culturally diverse teams;
- Ability to synthesise information clearly and maintain structured systems;
- Strong attention to detail and follow-up skills;
- Ability to work autonomously within clearly defined responsibilities;
- Strong written and verbal communication skills.
- Full proficiency in English is essential; French strongly preferred.
- Professional demeanour and alignment with GSF core values: commitment, accountability, respect and integrity.

## **How to Apply**

Please send your CV, cover letter and two reference letters to [recruitment@globalsurvivorsfund.org](mailto:recruitment@globalsurvivorsfund.org) with "Programme Manager maternity cover Application" as email subject, by 14.06.2026 midnight CET. The cover letter should briefly highlight your relevant experience in programme coordination and working across multiple teams.

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The Global Survivors Fund (GSF) is dedicated to fostering diversity, gender balance, and inclusion, reflecting the varied landscapes where we operate and the communities we work with. We welcome applications from qualified professionals of all backgrounds, cultures, and beliefs. We particularly encourage candidates from regions where GSF is active to apply.

At GSF, we are committed to enforcing stringent Safeguarding policies, covering protection from exploitation, abuse, harassment, misuse of power, and discrimination, as well as child safeguarding and financial and fiscal integrity. We uphold a zero-tolerance approach to any form of unacceptable behaviour.

As part of our recruitment process, shortlisted candidates will be required to provide references from previous employers and complete a self-declaration.

GSF does not charge a processing fee at any stage of its recruitment, selection, or hiring processes (i.e. application stage, interview stage, validation stage, appointment, or training). GSF will never request applicants' bank account information.

Candidates should specify whether they hold a valid work and residency permit in Switzerland at the time of application.

**Your Data** - *If you choose to apply for this position, you will be providing us with your personal data, which will be processed solely for the purpose of selecting a candidate for this position. We will retain the personal data you share with us as part of the application process for six months from the application deadline, after which it will be deleted. Your personal data will be accessed only by our HR Staff managing the recruitment process and members of the selection panel. You have the right to a) request access to your personal data and information about how we process it, b) ask us to rectify any inaccurate personal data we hold about you c) request the deletion of your personal data or restrict its processing, and d) object to how we process your personal data. To exercise these rights, please contact [recruitment@globalsurvivorsfund.org](mailto:recruitment@globalsurvivorsfund.org). If you have any concerns or complaints about how GSF processes your personal data, please submit them to [DataProtection@globalsurvivorsfund.org](mailto:DataProtection@globalsurvivorsfund.org).*