



Job Title	Program Manager
Reports to	Director of Dialogue and Communications
Department	Dialogue and Communications
Location	Abu Dhabi, United Arab Emirates
Background	<p>Hedayah aims to be the premier international center for expertise and experience to counter violent extremism by promoting understanding and sharing good practice to effectively serves as the true global center to counter violent extremism.</p> <p>The Centre’s mandate focuses on three core areas:</p> <ol style="list-style-type: none">1. Dialogue and Communications: Providing a dedicated platform to facilitate focused discussion and collaboration among national and local actors, civil society, researchers and community leaders involved in CVE;2. Capacity Building Programs: Providing collaborative training and practical tools to enhance the capacities of government and non-government partners to design and implement effective policies, programs and projects to counter violent extremism;3. Research and Analysis: Cataloguing existing CVE research as well as conducting and commissioning new research to gain a deeper understanding of the drivers of violent extremism and which approaches are effective in countering it.
Key Responsibilities	<ul style="list-style-type: none">• Assist the Director in the further development and growth of the Department of Dialogue and Communications that will develop a cross-disciplinary training curriculum and support development of domestic CVE capacity, among other related activities• Oversee and report directly to the Director as to the proper execution of all of the Centre’s activities within the Dialogue and Communications Area• Initiate activities to increase the Hedayah’s resources, capabilities and reputation in CVE Dialogue and Communications• Work with the Director of Dialogue and Communications in developing strategic relationships and partnerships with stakeholders around the world involved in CVE Dialogue and Communications and engage them in Hedayah’s activities• Create and review proposals for Dialogue and Communications Programs and Project initiatives• Design Dialogue and Communications programs in accordance with objectives of the organization• Manage the implementation of Dialogue and Communications program work and plans ensuring their successful execution



	<ul style="list-style-type: none">• Communicate with partner organizations on key aspects of the programs and initiatives• Manage the Program Associate team ensuring effective development and delivery of all Dialogue and Communications and initiatives
Qualification and Experience	<ul style="list-style-type: none">• Master's Degree in International Studies, Political Science, Communications or related field• Minimum 5 years of relevant experience including at least 2 years in a management role or managing project teams• Experience in program development and management• Experience of working in an international setting, preferably in or with government entities• CVE specific experience
Skills and Competencies	<ul style="list-style-type: none">• Leadership• Managing others• Strategic thinking• Decision-making• Result orientation• Building relationships• Teamwork• Cultural intelligence• Communication• Planning and organizing• Problem-solving• Presentation• Proficient with Microsoft Office• Excellent command of written and oral English
To Apply	Send covering letter and CV to hr@hedayah.ae no later than June 14, 2019. Email Subject must be "Program Manager D&C".