JOB DESCRIPTION –

HEAD OF MIDDLE EAST AND NORTH AFRICA REGIONAL HUB

Role	Head of Middle East and North Africa Regional Hub		
Reports to	Director of Global Engagement	**Direct reports**	2
Budgetary responsibility	~ £170,000	**Resource responsibility**	N/A
Safeguarding	N/A	**Key relationships**	Director of Global Engagement, MENA Hub staff, Head of Practice, Head of Policy, Head of Partnerships
Contract	1 year fixed-term contract	**Location**	Jordan, Morocco or Tunisia
Salary	*Competitive salary package dependent on experience*	**Level**	*Head*

** This role is subject to confirmation of funding **

About SCN

Launched at the UN General Assembly in 2015, the [Strong Cities Network (SCN)](#) is an independent global network of 150+ cities and other local governments dedicated to addressing all forms of violent extremism, hate and polarisation, while promoting a human rights-based prevention framework in which local knowledge and practice informs national, regional and international approaches. The SCN is managed by the [Institute for Strategic Dialogue](#) (ISD).

Our mission is:

- To inspire, catalyse and multiply locally-driven, non-discriminatory, human rights-based, and gender-sensitive policies and programmes that prevent and counter violent extremism, hate and polarisation that rest upon trust-based partnerships with communities;
- To enhance the practical implementation of programming and practice at a local level aimed at building social cohesion and community resilience to all forms of extremist- and hate-motivated violence;
- To connect sub-national leaders and practitioners from a range of disciplines, including community relations, social and health services, education, leaders from the youth community, economic development, religious affairs, local community leaders and civil society, to exchange lessons learned and provide tailored training through face-to-face and online exchanges; and
- To elevate the voices of mayors and other local leaders and ensure the needs and priorities of cities and other sub-national authorities are reflected in national, regional, and international conversations around how to most effectively prevent violent extremism, hate and polarisation.

This role will be a within the newly launched Middle East and North Africa (MENA) Regional Hub, employed by ISD but dedicated to SCN regional coordination, engagement and activities as SCN seeks to deliver on a new strategy to enhance its impact at a city, national, regional, and global level.

Role Purpose

The purpose of this role is to lead SCN engagement with cities and relevant partners across the MENA region as a core member of the "Regional Hub" team that fosters strong and effective relationships with member cities and other member local governments, national governments and core partners across the region, including civil society. The role includes a significant emphasis on engagement with stakeholders across to ensure the network is driven by – and ultimately responds to – the needs and gaps that cities themselves identify in their ability to prevent violent extremism, hate and polarisation at local levels. Dedicated to regional engagement, there will nonetheless be a need for strong internal coordination with HQ colleagues, so that HQ and 'Regional Hubs' function as a cohesive Management Unit serving SCN members around the world.

Key Responsibilities

1. **Lead the establishment and operationalisation the MENA Regional Hub (40%)**
   - Establish and manage the working dynamics within the Regional Hub team and ensure it is well-integrated within the broader SCN Management Unit;
   - Ensure Regional Hub functions are embedded in and follow the newly refreshed global SCN strategy, while adapting delivery to the regional context;
   - Ensure consistent understanding and communication of the Regional Hub's remit.
   - Effectively manage Regional Hub staff to ensure the timely and successful delivery of outputs to a high quality.
   - Oversee municipal engagement to introduce Regional Hub's functions with a view to strengthen and maintain relationships with mayors and municipal points of contact.
   - Oversee the identification and development of tailored programming based on city needs assessment profiles in coordination with SCN leadership in order to produce relevant policy and practice responses.
   - Coordinate, monitor and contribute to the delivery of key regional engagement, training and networking activities including regional workshops, exchanges, webinars, mayoral fora, with responsibilities for technical input and content development;
   - Co-design, approve and manage local initiatives delivery funded through the Technical Support Budget.
   - Oversee the facilitation of city peer-learning through the identification of regional good practice based on critical thematic priorities for sub-national authorities.
   - Provide feedback on International Steering Committee and working groups mandate and functions based on MENA identified city needs and interests, working closely with HQ colleagues.
   - Contextualise SCN communication strategy and ensure regional city initiatives and good practices are proportionally represented and constantly updated across all SCN platforms and communication material.
   - Lead annual SCN MENA recalibration by identifying member needs, progress towards implementing global SCN strategy in the region, and key policy/practice take-away that should inform discussion at global levels.

2. Establish, strengthen and maintain regional partnerships (25%)

- Develop and maintain SCN strategic partnerships with a range of national government, civil society organisations, multilateral organisations and private sector stakeholders in order to elevate the role of cities on key global P/CVE, peacebuilding and conflict stabilisation, human rights and democratic governance agendas.
- Engage regional partners to communicate SCN's refreshed global strategy and functions of the MENA Hub.
- Facilitate national-local coordination to elevate the role of cities and enhance their participation in key decision and policy-making on the central level ensuring governments provide municipal authorities with the necessary tools and capacities to build community resilience.
- Facilitate city partnerships with key international organisations, civil society groups and other relevant capacity building/programme implementers to share and scale up lessons learned across the MENA region that address city policy and action needs to prevent hate, polarisation and extremism.
- Support grassroot organisations across the region in coordination with city officials to develop bespoke local initiatives that fill municipal programming gaps.
- Develop and disseminate high-level policy briefings, training manuals, guidelines, blog posts, quick-turnaround research analysis briefings for a range of strategic partners.
- Ensure high level involvement of MENA members in the International Steering Committee and global Working Groups, working closely with HQ colleagues.
- Provide feedback on International Steering Committee and working groups mandate and functions based on MENA identified city needs and interests, working closely with HQ colleagues.

3. Strong Cities Network programme management (15%)

- Chair weekly regional SCN team meetings.
- Actively contribute to internal weekly SCN team-wide meetings.
- Maintain constant written and verbal communication with donor.
- Support the drafting and review of donor reports.
- Support monitoring, evaluation and learning efforts at regional and, where necessary, global levels.
- Ensure correct procurement processes are followed for contracting goods and services;
- Use institutional and external project management tools to effectively manage projects and activities to time, quality and budget.
- Ensure consistent internal coordination with regional and HQ colleagues.

4. Development and fundraising (20%)

- Identify *ad hoc* development and fundraising opportunities in coordination with SCN leadership that will strengthen the Regional Hub's ability to successfully deliver on its mandate in line with regional membership's needs and SCN strategic priorities.
- Lead on business development opportunities in close partnership with SCN leadership and colleagues, covering all stages from concept inception through to proposal and budget submission and follow-up to secure funded support in line with SCN strategic priorities in the region.

Outcomes (the way success will be measured)

- Successful establishment and operationalisation of the MENA Hub.
- Strong partnerships developed with regional organisations and relevant government agencies.
- Successful, timely and relevant delivery of Regional Hub functions that address concrete city needs.
- Cities and other stakeholders view the SCN as a relevant and strong partner in the MENA region.
- Positive 360 feedback from colleagues and senior staff, working collaboratively to support the wider team to deliver on the SCN strategy.

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD's vision, mission and Guiding Principles
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

Competencies

These reflect ISD's Guiding Principles which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	• Personal integrity • Focus on quality
Collaboration	• Respect for others • Commitment to the team
Agility	• Efficiency and effectiveness • Growth mindset
Courage	• Strategic thinking • Passion for driving change

Equality, Diversity and Inclusion

ISD endeavours to recruit a range of candidates to strengthen our team and contribute to our organisational culture. We particularly welcome applications from candidates currently underrepresented across the organisation – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community.

Specific Requirements

These requirements are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	• Bachelor's degree in international relations, political science, security, law, diplomacy or relevant. • Expert knowledge of counter-terrorism, preventing/countering violent extremism, rule of law,	• Master's degree in international relations, political science, security, law, diplomacy or relevant. • Advance knowledge of existing SCN capacity-building and other engagement in the MENA region.

	peacebuilding, conflict mitigation or international cooperation. • Relevant qualifications in international affairs or other relevant fields. • Knowledge of key security, development, governance, peacebuilding or related issues in the MENA region. • Knowledge of local government structures in 2-3 relevant countries.	• Expert knowledge on key governance development issues.
Experience	• At least 7 years' experience in developing and/or delivering peacebuilding/preventing violent extremism/local governance programmes with a range of stakeholders. • Experience of management of teams and management of remote working teams, including direct line management • Substantial experience in partnership and network building • Previous experience in either working with or in national/local governments, civil society and/or international organisations on prevention initiatives. • Knowledge of regional, national and local P/CVE and/or other relevant frameworks, strategies and structures. • Experience organising and leading meetings and events with national government and/or local officials • Experience in working with an international team • Experience in fundraising	• Experience managing or engaging with city networks, professional membership associations, or similar bodies
Skills	• Excellent written and spoken communication skills. Ability to speak independently and confidently with city officials. • Native or working proficiency in Arabic. • Willingness and ability to drive work both independently and in collaboration with a global team.	• Working proficiency in French.

	• Fluency in English (verbal and written). • Highly organised with the ability to be flexible, multi-task and respond proactively. • Intercultural and interpersonal awareness. • Strong leadership skills with ability to lead and motivate medium sized teams. • Ability to travel regionally, and at points globally, for scheduled and *ad hoc* activities and meetings.	