Position: Digital Conflict Program Manager  
Location: Kenya  
Salary Offer: 5,500 USD per month  
Application deadline: July 31, 2023  
Submit application to: caleb@howtobuildup.org

Build Up is growing! We are looking for one person to join our global team, collectively working on peace and conflict in the digital age.

**We are hiring for a bench.** This means that we are waiting to hear on funding decisions before making a final commitment to hiring, but once we do hear we will need to onboard someone quickly. If you are selected, we would come to you with a one or two month notice to start once funding was confirmed.

**We are seeking candidates with backgrounds in social media listening, peacebuilding, digital conflict, statistics and data management.** Candidates may bring experience in some or all of these sectors, but they will share a commitment to contributing to non-violent change, an interest in digital peacebuilding, a desire to contribute to a value-driven organizational culture and a commitment to being part of the evolution of an exceptional team.

**This position is based in Kenya, and candidates must have the ability to work in Kenya.** We welcome people from all ages, genders, races, backgrounds, abilities, sexual orientations and skill sets because we aim to deepen our work as a team through also reflecting the diversity of our world. We are actively recruiting for demographic and disciplinary diversity, and are especially interested in candidates from the global majority, candidates who are people with disabilities, and candidates who are from the Middle East, North Africa, East Africa and West Africa.

**Responsibilities**

The new team member will work across all three of our main program areas: peace innovators, digital conflict and participatory processes. We recommend that you visit our [website](#) for an overview of these program areas. The team member will also be expected to contribute to our internal management processes, as well as our external communications and fundraising efforts.

Specifically, we are looking for candidates who would be comfortable working on the following:

- Providing technical support to local and regional partner organizations working on social media monitoring and quantitative research assessment using digital tools to inform digital peacebuilding programming.
● Contributing to in-house and external social media listening projects, using Build Up's in-house tool to collect, organize and analyze data, and provide capacity building on social media analysis to a local team of peacebuilders.
● Facilitating training or mentoring on digital peacebuilding, integrated data analytics, social media monitoring using materials previously developed by Build Up team members.

In addition, the candidate might also be involved in supporting these:
● Providing mentorship to teams of peace innovators, including technical and strategic support to teams working on digital peacebuilding initiatives in their communities, such as participatory film processes, basic game design, online campaigns, or offline activities in response to observations of online polarization.
● Catalyzing digital processes and dialogues between people of specific profiles such as women activists in Yemen, or university students in Kenya, aimed at creating safer and more open virtual platforms for interaction, networking, and community-based action.

Candidate Profile

While Build Up is location-independent, meaning that team members can be based wherever they want and will be mostly working remotely, this position is location dependent and candidates should be based and able to legally work in Kenya.

The entire core team comes together in person twice per year, and meets online on a weekly basis for collective decision-making. Team members will also often meet for specific project-related assignments that require in person delivery. Overall, you will be expected to travel a minimum of four times per year.

Candidates are required to be comfortable working in English. We are especially interested in candidates who are comfortable working in Swahili. Being comfortable working in a language means you are able to write reports, speak during meetings and facilitate workshops both off and online in that language.

Candidates must have the following experience:
● Experience conducting social media listening and analysis, including putting together / standing up simple off the shelf data management tools for smaller data tasks.
● Experience in conducting data analysis on data collected in different contexts and touching on multiple themes.
● Experience in writing analysis reports that can inform understanding of a conflict context and / or peacebuilding interventions.
● Experience in training / mentoring civil society actors.
In addition, some combination of these skills is also preferred but not mandatory:

- Fluent Swahili.
- Proficiency in a range of work with data, from conducting surveys and participatory analysis processes to high-quantity data mining and analysis.
- Proficiency in a range of data tools, such as Google Data Studio, PowerBi, MySQL and any other data science programming language (i.e. Python, Java Script, R etc).
- Experience writing reports to support policy and programming.

We also value the following aptitudes:

- Works well with people and has experience managing a project in a collaborative manner.
- Shows willingness and flexibility to assume different roles on ambitious projects carried out by a small & diverse team.
- Is curious, creative and has a self-motivated work approach, including being comfortable working remotely.
- Is value-aligned with a non-violent approach to positive change in society.
- Is value-aligned with a non-hierarchical, collective, decolonial, and inclusive peacebuilding organization.
- Is value-aligned with a responsibility to protect the confidentiality and integrity of private conflict data.

Salary & Duration of Contract

The salary offer for this position is 5500 USD per month, with the possibility of adjustment after 6 - 12 months within the frame of the Build Up Collective Agreements.

Build Up operates as a collective, in which we share organisational and financial ownership, operation, and risk across our core team. Shared ownership includes collective shaping of our organisational strategy, systems, and distributed organisational maintenance duties. As a financial collective, we transparently set salaries according to need, rather than hierarchy, age, experience, or geography. We recommend that candidates read about our organisational model prior to applying.

Build Up utilises a needs-based salary model that invites core team members to request a salary level that will sustain them in their work, matched and adjusted to our financial pipeline and updated on an annual basis. Selected candidates will be offered a full-time contract for 6 - 12 months (dependent on funding), but our explicit intention is to use this initial contract period to mutually assess fit for an indefinite / permanent position in the collective. After the initial 6 - 12 months, new staff will be invited into the collective, and asked to share their salary request for discussion and agreement.
Application Process

To apply, please send your CV and a 1 - 2 page cover letter outlining how you match the candidate profile to caleb@howtobuildup.org by July 31, 2023. Your letter should answer the following questions:

- Why are you interested in joining Build Up?
- How would you contribute to the types of programs described above?
- What experience, skills and aptitudes from the list above would you bring to Build Up?
- What personal qualities, strengths and ambitions would you be excited to bring to the Build Up team?

We will contact candidates on a rolling basis as we receive applications. The selection process will entail four steps:

1. Technical interview with two Build Up team members
2. Values interview with two Build Up team members
3. Reference and counter-reference: we ask you to share two professional references; we offer that you contact two former Build Up team members who can share what it’s like to work at Build Up

We aim to get back to you by August 11, 2023, and will communicate transparently about start dates dependent on funding at that point.