

JOB DESCRIPTION

Senior Advisor, Responsible Business

About CDA

CDA is widely recognized as a leading expert organization in the areas of conflict sensitivity, peacebuilding effectiveness, feedback mechanisms, and responsible business practices, particularly relating to extractive industries in conflict-affected and fragile states. In its Responsible Business Practice Area, CDA works *with* individual companies, rather than *for* them, on the basis of established expertise on corporate practices, and with the aim of improving the quality of life of people affected by corporate activities. Towards the same end, CDA also collaborates with industry associations such as ICMM and IPIECA, and participates in global multi-stakeholder fora to define and promote best practices. As a principle of its corporate engagement activities, CDA neither condemns nor condones its partner companies' business activities.

CDA's primary form of engagement with individual companies is independent, public, project site assessments, undertaken at the invitation of the company. These take stock of individual companies' relationships with communities in the vicinity of their operations and provide the company with options for improving those relationships. CDA's assessments take account of all aspects of corporate business activity that influence the company's relationship with its external stakeholders, including local content, social investment, stakeholder engagement practices, environmental impacts, human rights policies and due diligence practices, and so on.

Responsibilities

CDA is seeking a Senior Advisor on Responsible Business to join its Responsible Business Practice Area team. This is envisioned as a full-time position, however current funding supports a part-time position, with benefits, that will expand as new partnerships and research and learning projects are developed and funded. Working as a member of CDA's Responsible Business team, the Senior Advisor will play a primary role in developing new partnerships with companies, particularly in the extractive industries. The Senior Advisor will also participate in CDA's work with individual companies, including project site assessments, coaching of company staff, and policy review activities, and will contribute as appropriate to public knowledge of good practice through the publication of practice notes, tools, and guidance. The Senior Advisor will also contribute to CDA's ongoing learning projects that focus on responsible business in fragile and conflict-

affected states, and develop new opportunities for collaborative learning and applied research initiatives. Independent leadership and will be expected from the Sr. Advisor, and the successful candidate will enjoy a relatively high degree of autonomy within the framework of CDA's overall approach to responsible business.

Practice Area:

- Coordinate and collaborate closely with CDA's Responsible Business Practice Area team (this does not involve staff supervision), and contribute to the overall development of the Practice Area;
- Identify emerging trends in relation to responsible business that might inform new partnerships for advisory services, research and development, and/or collaborative learning projects.

Advisory Services:

- Develop new partnerships, based on CDA's established modalities of corporate engagement and in response to opportunities to develop new modalities, with extractive sector companies, and other private sector actors as appropriate;
- Provide services in the area of responsible business through analysis, capacity building, coaching, accompaniment and mentoring of company staff;
- Lead assessment engagements using tools, principles, and knowledge derived from CDA's Corporate Engagement Program;
- Develop new content for advisory service engagements;
- Contribute to internal and external learning processes from advisory services.

Program Management, Budgeting & Fundraising

- Establish and maintain constructive and strong relationships with select donors and CDA partners;
- Contribute to preparation of funding proposals, particularly those related to Responsible Business Practice Area initiatives;
- Develop and manage budgets and reporting in relation to those partner engagements and collaborative learning activities in which the Senior Advisor is the lead;
- Coach, mentor and/or supervise junior staff, as requested;
- Supervise and work with consultants on specific projects.

Dissemination & Outreach

- Present new content, lessons and findings to key external audiences for general awareness raising and partnership development;
- Oversee the organization of events, such as trainings, consultations and workshops;
- Represent CDA at key professional conferences.

General Office Responsibilities

- Develop a working knowledge of the full range of CDA practice areas, principal tools and concepts, and strive to integrate them into personal and Responsible Business practice;
- Participate in bi-weekly staff meetings in person or via phone/Skype; and quarterly CDA staff meetings in person;
- Respond, as possible, to requests for assistance with additional tasks not otherwise described in this job description.

Qualifications

The Senior Advisor must demonstrate knowledge of private sector operations in conflict affected and fragile contexts. Particular understanding of extractive industry operations in such contexts is required. The Sr. Advisor needs to be well-informed about current thinking and practice relating to risk, impacts, and responsibility in settings of fragility and conflict, organizational management skills, and professional experience in a range of field settings in developing and conflict-affected countries.

Requirements:

- Seven to twelve years of experience in the area of responsible business, working with individual companies, the extractive industries, NGOs, multi-lateral agencies, governments, or some combination of these;
- Significant experience with corporate operations in conflict-affected and fragile states;
- Understanding of general requirements of other actors and stakeholders in fragile and conflict-affected contexts, such as development, humanitarian, and peacebuilding actors – experience collaborating and working with both private and public sectors highly desirable;
- Excellent facilitation, training and communication skills; an able writer and engaging public speaker, able to communicate new ideas to motivate experienced people to learn;
- Strong analytical, conceptual, and writing skills and demonstrated ability to design and conduct evidence-based research and analysis;
- An advanced degree (Masters or PhD) in a relevant field, such as peace and conflict studies or international relations; certification in organizational development a plus;
- Willingness and ability to travel up to 50% time, including to developing and conflict-affected countries;
- Proficiency in English;
- Ability to operate independently and flexibly in a small organization with quickly changing demands and needs; ability to operate with limited administrative support;

- A commitment to effectiveness, accountability and transparency in CDA's organizational systems, financial management, as well as programmatic outcomes;
- Demonstrated ability to work constructively with diverse, intercultural teams in different locations;
- Experience supervising staff and consultants.

The ideal candidate will also have (the following are strong assets, but are not requirements):

- Experience with stakeholder analysis and mapping, risk management, major international standards of corporate conduct such as the UN Guiding Principles on Business and Human Rights...;
- Experience with organizational development and integrating conflict-sensitivity at strategic and programmatic level with a variety of organizations;
- A strong network among extractive industries companies;
- Proficiency in Spanish, French, Arabic, or a language other than English that is spoken in multiple countries.

Duty Station:

The position is based in Cambridge, MA, USA, with some flexibility for the ideal candidate. Candidates who are legally entitled to work in the US will be preferred.

Salary Level: To be determined, based on qualifications and experience.

Application: Please submit the following by COB (EST) on Monday, February 13th, 2017 to personnel@cdacollaborative.org.

- A cover letter expressing the reasons for your interest in this position and describing how your experience and qualifications meet the required and desirable qualifications listed above.
- Your résumé or curriculum vitae.