

Africa Director, Nairobi

Development Initiatives (DI) works to end poverty by 2030 by making data and information on poverty and resources transparent, accessible and useable. We help decision makers use information to increase their impact for the poorest people in an accountable and sustainable way.

DI's Africa hub was established in 2011 to provide a regional perspective to the organisation's work on ending poverty. DI believes that better access to information empowers at every level. The DI Africa Hub aims to provide decision makers with better data and evidence that will improve the allocation of resources to address the causes of poverty and ensure no one is left behind.

In order to achieve this, DI provides high-quality, objective data, evidence and analysis on poverty and resource flows whilst also working to enhance the capacity of key stakeholders to access, analyse, use and apply the information.

We have a collaborative approach in how we work. We prioritise partnerships and pro-actively engage with organisations that work on similar issues to increase our impact and support policy approaches that prioritise the eradication of extreme and chronic poverty. At an operational level, the DI Africa Hub, whose main geographical focus area is Eastern and Central Africa, is implementing four main programmes, namely: (i) Access to information; (ii) Risk, vulnerability, and poverty (includes our Global Humanitarian Assistance programme); (iii) Investments to End Poverty (includes financing for development); (iv) International Aid Transparency Initiative (IATI).

We are seeking someone who has previously held senior managerial positions ideally in the international development or related sector. A self-driven, passionate and highly motivated person with skills and experience in strategic management, mobilising resources and managing an office and team based in multiple locations with a focus on enabling us to perform at the highest levels in complex and changing environments. The successful candidate will be based at the DI Africa Hub in Nairobi, Kenya, but with substantial travel both within and outside Africa.

Role function

The DI Africa Hub is an integral part of DI's global programme and the successful post holder will form part of the global DI leadership team of three Directors reporting to the Executive Director. As DI's Africa Director, they will lead and engage smart strategic partnerships to guide and strengthen the DI Africa Hub. The Africa Director will also be responsible for taking a greater role in building DI's south-south partnerships and links specifically with staff and partners in Latin America and Asia.

The ideal candidate will have strong programmatic and managerial skills and be able to demonstrate experience in planning, implementation, monitoring and evaluation, budget and staff management. This is an excellent opportunity for someone with a high level of integrity and an interest to work with a highly motivated team on development issues of regional, national and global importance. This position is ideal for someone who enjoys pushing the boundaries in

poverty eradication by increasing transparency of resources and creating a data revolution that empowers people at all levels.

Content and programme

The role will involve developing a resource mobilisation strategy in order for the Africa Hub to secure a stable and financial future and achieve the ambition to be the preferred go-to destination for good data, evidence and analysis on resource flows, poverty, vulnerability and development effectiveness.

The position holder will need to work across our issue areas including development finance, chronic poverty, transparency and accountability, humanitarian assistance and other areas around development and financing the end of poverty. From time to time they may also be called upon to undertake specific analytical work. They will be frequently required to represent the organisation's work national, regional and global levels.

The post holder will provide leadership within the DI Africa Hub team, taking responsibility for the effective management and use of all the organisation's human and financial resources in Africa, including work on analysis, engagement and partnerships. They will provide cross-functional support and share key learning across the organisation. In order to achieve this, the post holder will develop ways of working creatively with DI partner organisations and with key programme stakeholders. In particular, the Africa Director will prioritise our continuing relationship with our principle partner Development Research and Training in Kampala, Uganda, where DI staff are based and with whom we jointly work on our Department for International Development (DFID) UK Programme Partnership Agreement.

Person specification

Education/qualifications

- Degree in development studies, politics, statistics, law, economics or other social science subject
- Masters in development, economics, politics or other social science desirable
- Qualifications in strategic management desirable but not essential

Knowledge/technical competencies

Essential

- Good depth of knowledge of the global and African development sector including the policy environment and development agenda including discussions on post-2015 goals, development finance, transparency and open development agenda, Africa Union and East Africa Community development strategies and how these can be influenced through effective communications and engagement.
- Ability to engage strongly with the global development narrative, and to switch between a global and an African focus rapidly, in order to maximise DI's contribution within Africa and to ensure that an African perspective shapes DI's global approach.
- Experience of engaging and building relationships with a wide range of people including politicians, government and international officials, civil society organisations, the private sector, academics and journalists, especially those working on the anti-poverty agenda.
- Ability to identify opportunities and to turn these into funded Africa Hub programmes.
- Able to demonstrate excellent management and leadership skills with a sound knowledge of business administration and budgetary control.
- An entrepreneurial approach and openness to taking initiatives, creating and seizing opportunities as they arise.

- Excellent written and spoken English with strong attention to detail, the ability to communicate succinctly, accurately and rigorously, using evidence persuasively.
- A strong grasp of numbers and ability to interpret and present data.

Desirable

- Fluency in other languages would be a significant advantage, specifically French and Spanish.
- Knowledge of the regulatory environment for transparency, access to information, open data and accountability at regional and national levels.
- Experience of working collaboratively across time zones within a multi-site organisation would be an advantage.

Personal skills/qualities

- Leader who is able to motivate staff and lead by example
- Considerate and supportive, a self-starter able to work collaboratively within and across teams and to organise time accordingly.
- Excellent interpersonal and networking skills, coupled with the ability to build and nurture strong relationships with key stakeholders and colleagues.
- Rigorous and conscientious with ability to work under pressure yet deliver on time with attention to detail and accuracy.
- Ability to generate innovative new ideas and strategies to shape the debate and influence key people.
- Enthusiastic and willing to learn and develop both individually and as part of a team and ; able to work with people and in coalitions to get the job done.
- Highly organised with the ability to multi-task and juggle a variety of projects and priorities on a daily basis, as well as work flexibly to respond to new opportunities as they may emerge.
- Flexibility and willingness/ability to travel (including abroad) often at short notice, for specified periods.
- Willingness, on occasion, to be contacted out of office hours as may be required.

Duties/responsibilities

- Provide leadership and direction for the DI Africa Hub office, staff and partners ensuring that programmes, policies and standards are maintained and followed in line with DI global offices. This includes, but is not limited to, maintaining strategic links and partnerships, managing a team of senior staff at the Africa Hub and ensuring that regional programme development and impact reporting is achieved.
- Build and maintain the DI brand in Africa and represent the organisation, its policies and positions nationally, regionally and globally.
- Ensure development of regional, country-specific and thematic programmes for DI in Africa, including providing leadership on annual and multi-year planning
- Work with DI's directors, advisors and management and with partner organisations to develop shared and/or collaborative programmes; secure resources for successful implementation of programmes; and manage the Africa Hub's plan and budget.
- Report to donors and provide financial and programmatic reports from Africa for the DI non-executive Directors on a quarterly basis.
- Actively pursue the professional development of DI Africa Hub staff and ensure the financial stability of office by developing and implementing a regional fundraising strategy.

Other key areas include:

- **Financial Management:** The Africa Director will provide overall strategic leadership for the Africa Hub's multi-year planning and budgeting, ensuring that specific annual budgets and allocations are in place. The Africa Director will also ensure the efficient use of resources, working directly with the DI Director for Finance and Business and with the Africa Hub's Office Manager.
- **Maintaining relationships:** The new appointee will be expected to cultivate new prospects and maintain relationships, including those with potential and existing partner organisations, donors, governments and other development communities. They will also be responsible for building links with DI's other southern partners and offices in Brazil and South Asia to develop closer programming and relations for greater global impact.
- **Oversight for human resources:** The Africa Director will have strategic oversight for the human resource objective, whose routine functions are managed by the Africa Hub's Office Manager. This will include ensuring that the organisation's HR policies and processes are properly implemented and monitored and that the annual performance appraisals process is rigorously followed.
- **Quality assurance:** The Africa Director will ensure that the Africa Hub's quality of work is maintained and enhanced.
- **Monitoring and evaluation:** It will also be the Africa Director's responsibility to have general oversight for the monitoring and evaluation function, including ensuring that relevant staff colleagues provide timely/adequate data/stories and assess the impact of the office against objectives and outcomes.

Technical duties

- Developing Africa Hub strategy.
- Work with DI's Executive Director to provide strategic leadership to the Africa Hub.
- Mobilising Africa Hub team members to efficiently and effectively undertake their work.
- Contributing to DI's overall work and goals, including a drive to eliminate poverty by 2030.
- The successful applicant may be required to carry out other reasonable duties and responsibilities from time to time as assigned.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of DI company policies and procedures and legal requirements in relation to personal conduct.

Contractual details

Start date:	1 September 2015
Location:	Nairobi, Kenya
Hours:	35 hours per week
Probation:	3 months
Leave:	30 days plus all bank/public holidays (as appropriate for country)
Benefits:	Refer to www.devinit.org

Application details

Your CV (no more than 3 pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the role profile, should be emailed to: HR.Africa@devinit.org, quoting ref: DirAfrica in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 8th May 2015

First Interviews: w/c 18th May 2015

Other

We anticipate initial interviews may be conducted either face to face in Nairobi or London – or by Skype. Shortlisted candidates are likely to be called for interview in East Africa and the UK.

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/Visa application. Evidence of right to work will be requested.

Due to the volume of applicants that we receive, we regret to say that we will be unable to acknowledge receipt of your application and if you do not hear from us within 4 weeks of the closing date, please assume that your application has been unsuccessful.

DI is an equal opportunities employer and in line with our policies we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our web page at www.devinit.org