

act:onaid Job Description and Person Specification

Job Title:	Head of Country Engagement & Regional Coordination – Africa		
Job Family:	Head		
Directorate/Cluster:	Country Engagements and Regional Coordination	Unit/Team:	Africa Region
Grade and Salary:	Grade F	Contract Type:	Permanent
Location:	GS Hub or hosted by AA Country Office located in Africa	Budget Holder:	Yes
Reports to: (incl matrix reporting)	Secretary General		
Direct Reports:	Regional Partnership Development and Fund-raising Lead, Regional Campaigner, CDs of Country Programmes		
Matrix Reports:	None		
DBS (CRB) / Police Check:	Yes		
This role require travel	Yes, up to 45%		
Role Overview:	<p>The role exists to enhance organizational performance through provision of strategic leadership, coordination, and management to deepen the impact of our work at the country, regional and international level. The role facilitates external engagements with countries to develop clear policy influence targets with collective priorities the Federation is working on and policies that affect Africa. It also facilities AA members in the region to recruit, engage, organize, and activate campaign supporters to achieve short-term political change goals and develop a stronger popular base over the longer term.</p> <p>Towards campaign and policy influencing the role ensures that country, regional and international policy, and campaign engagements are informed with the organization rooted campaign vision and advance our local and national programme practice and are developed in close cooperation with key feminist and social movements and allies.</p> <p>The role ensures income growth through various fund-raising streams providing proactive leadership to achieve the set regional and country fund raising targets and cost recovery through the regional team and working in collaboration with countries and GS relevant programme and communication team.</p> <p>The role also facilitates organizational development that strengthen countries' capacities and enables them to effectively plan and deliver their country strategies and contribute significantly to international programmes.</p> <p>The role has responsibility for the line management of Country Directors of Country Programmes, and established strategic coordination with other GS heads, particularly those who matrix manages the regional team. The role is a critical leadership position in supporting and coordinating organizational processes that require strong levels of interaction between countries and the Global Secretariat.</p>		
Areas of Responsibilities	<p>Key Activities (Please list all the key activities under each responsibility in no more than 5 bullet points. Ensuring that they are specific to the key performance area)</p>		

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<p>Strategic Leadership, Impact and contribution</p>	<ul style="list-style-type: none"> • Provide leadership in Africa to ensure the rooted campaign vision where countries have viable and alternative programme that deepen our work with movements on system change across all our thematic priorities and maximise connections. • Provide leadership that transforms our partnerships and approaches to maximise our ability to deliver on system change. • Provide leadership that increases organizational income at country and GS level through sound and intentional donors' engagements and influence. • Drives and facilitates the embedding of the organizational vision, federation ways of working and supports transition management in countries. • Support the Secretary General in implementing the strategic direction of AAI by supporting Members and Country Programmes in strategy delivery and implementation and ensuring impact of our work is evidenced through the coordination and management of established planning, monitoring, review, learning and reporting systems and processes. • Ensure the delivery on a Decolonisation, Anti-racist and Feminist Framework across the federation, shifting power in practice both internally and externally. • Provides strategic leadership to enable countries in the region to work together at sub regional and regional level on collective agenda as One Africa through sufficient monitoring and analysing global and regional trends and to develop joint alliances, policies, and strategies for external engagements. • Supports country transformation on major organizational wide changes that enable countries relevant, impactful, and sustainable. • Promotes, practice and contributes to the Accountability and Performance Framework through continuous improvement of transparency and accountability and working with another cross functional team in the GS. • Coordinates and provides support to countries on programme planning, review and reporting processes in line with approved program priorities. • Convening Country Directors meetings to discuss and engage with both internal and external issues relevant to ActionAid's mission. • Drive and convene CDs plus role for collective sub regional policy, campaign and fund-raising initiatives as a building block to contribute for regional and global engagements. • In collaboration with Country/Executive Directors of Members, develop working relationships with National Boards especially Chairpersons for mutual support.
<p>System, Policies and Procedures and Product Management</p>	<ul style="list-style-type: none"> • Promote country understanding and adoption of FAIR, SIF 3 and SHEA/ Safeguarding policies and principles. • Support the use by AA entities of relevant information systems and tools for sharing donor intelligence, policies, and guidelines. • Support and promote Accountability and Performance framework and Country Transformation • Promote country partnership review for working with social movements and progressive organizations
<p>Income growth and partnership development</p>	<ul style="list-style-type: none"> • Coordinate country, regional, and other GS programme team work together to ensure Institutional fund, P&P income growth targets are achieved. • Leading the regional team for mapping and alignment of donors' strategy vis a vis AA strategy. • Drive CDs to proactively engage with donors in country and sub regional level in the making of AA a preferred organization for funding. • Build and niche for dissemination of our impact and approaches to different stakeholders. • Ensure the visibility of AA in countries and regional that enable us to engage deeper with donors and other stakeholders.

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<p>Strengthening the Federation through Membership Development and Transformations/ Issue Resolutions, Crisis/Risk Management</p>	<ul style="list-style-type: none"> • Ensure a new, fairer, and transparent system for resource allocation across the federation is collectively owned and respected. • Manages the implementation of the Membership Development Process and delivery of the Affiliation/Association Plans in the region drawing on the OD expertise in the regional teams and specific technical functional expertise within the Global Secretariat/Federation to ensure support to build strong members and country programmes. • Monitors alignment and compliance of countries to international strategies, strategy implementation framework and federation policies, frameworks, standards, and systems. • Ensures and supports timely resolution of disputes/conflicts between countries/members and with other parts of the federation, in line with the established guidelines. • Work closely with the Organizational Performance and Accountability team of GS to implement the new performance framework and help build capacity of national boards and management teams.
<p>External Engagements Communications, Influencing and Coordination</p>	<ul style="list-style-type: none"> • Raise the profile of AAI within the region, representing and propagating the vision, mission and values of AAI within the host-countries and regional level with governments and regional institutions. • Ensure feminist movements in the region and countries are stronger and more successful nationally and internationally in their demands for feminist economic alternatives, decent and dignified work and system change to end violence against women. • Ensure policy influencing works in the region, sub region and countries for climate Justice, economic justice and sustained humanitarian system change contributing to the global initiatives. • Work with CDs plus, campaigner and Policy teams, leading in the coordination, planning and delivery of regional policy and advocacy/campaigning plans and activities targeted at regional institutions in line with the priorities defined and agreed by countries in the region. • Leads in the building and strengthening of relationships with civil society partners and social movements at the regional level, working closely with programme and policy staff at the GS and within countries. • Leads in identifying key external actors and opportunities at regional and global levels (allies and targets) with whom the federation needs to engage and ensuring that our strategies and programmes are informed by a strong understanding of the external environment and where shifts in power are most needed and most achievable. • In collaboration with CDs plus convening and engaging Country Directors around external engagement and advocacy/campaigning opportunities at country, regional and international levels. • Leads public engagement with the donor community in the region on the niche of AA for building profile and fund raising. • Engage actively in social media.
<p>People Management</p>	<ul style="list-style-type: none"> • Leads in recruitment, induction and performance management of Country Directors and supports/coordinates with National Boards of Associates and Affiliates on recruitment, induction, and performance management of the Executive/Country Directors • Responsible for monitoring and ensuring Regional and country senior management teams' commitment to Women Leadership and Gender Equality. • Provides strategic direction, guidance, and management support to Country Directors of country programmes (line management) and Executive Directors of Associates/Affiliates working closely with Chairs of the National Boards to ensure country performance. • Recruits, line manages and provides strategic direction and guidance to the regional team, ensuring performance management, motivation, and personal/professional development of the staff. • Builds strategic collaboration with other heads in the GS, particularly those who matrix manages regional teams

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<p>Other delivery on strategic/ functional priorities (Directorate-specific - maximum 5 KPIs)</p>	<ul style="list-style-type: none"> • Evidence that SIF 3 integrated in the regional and country works • Amount of income increased by region and countries in Africa. • No of networks, alliances, and social movements AA works in Africa • No of campaigns AA engaged in Africa and global level. • No of countries in Africa with meaningful rooted campaign from local to global
<p>PERSON SPECIFICATIONS</p>	
<p>Education and Qualifications</p>	<ul style="list-style-type: none"> • Postgraduate/ master’s degree in a field of social development/ development studies or related field.
<p>Essential Experience</p>	<ul style="list-style-type: none"> • Strategic thinker and innovator, able to spot trends and opportunities before others and translate these into practical interventions. • Dynamic, participatory leadership style with superb negotiating and influencing skills, with proven ability to negotiate among stakeholders with strongly diverging interests to get results without line management authority. • Excellent advocacy and networking skills and connections at international or regional level for advancing AAI’s influencing agenda. • Substantial experience in development management, preferably with country leadership and management experience. • Demonstrable skills and experience in leading a multi-functional team, conflict management, risk management, people management, organizational development and change management. • Extensive staff management experience in a large, decentralized organization and in a complex, uncertain international environment (must have experience in managing Country Directors and specialists) • Proven experience of managing organizational change and an organizational development approach to leadership and management • Practical experience of engaging in social justice & feminist activism, with strong skills in policy advocacy and influencing decision making. • Commitment to ActionAid’s vision mission, values • Experience in working with governance structures and understanding of good governance principles and their application.
<p>Essential Knowledge</p>	<ul style="list-style-type: none"> • Good knowledge of Africa political economy with global emerging socio-political economic trends • A good understanding of HRBA, Feminist and anti-racist and decolonial approach • A good knowledge and experience in Feminist Leadership and Organizational Development.
<p>Desirable skills</p>	<ul style="list-style-type: none"> • Ability to clearly analyse and articulate the depth of understanding about the causes of poverty and injustice, potential solutions, and key actors in the region and in the continent. • Ability to influence cross functionally both peers and multiple teams in a decentralised environment. • Strong negotiation and facilitation skills. • A strong personal public profile rights movements and circles. • Comprehensive understanding of rights-based approaches and ways of linking programme practice to policy and campaigning work.
<p>Language requirements</p>	<ul style="list-style-type: none"> • Fluency in spoken and written English • Proficiency or knowledge of other language relevant to the context/ region is an added advantage.

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People Management Responsibility		
<i>Approximate number of people managed in total</i>		
1- Team members	Individual contributor, no direct responsibility for leading others.	Yes/ No
1.5	Act as mentor in a team and /or coordinating a team	Yes/ No
2- Team Leader	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	Yes/ No
2.5	Responsible for one team with its own and has another team reporting directly	Yes/ No
3- Team managers:	Directs more than one team:	Yes/ No
	The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members	Yes/ No

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organization's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement.
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence, and Humility
- **Promoting a healthy and safe working environment:** ActionAid is committed to promoting SHEA and Safeguarding policies and values and has a **zero-tolerance** policy for any form of sexual exploitation and abuse to create a safe working environment for the staff.