

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	International Project Manager: Young Urban Women: Life Choices and Livelihoods Programme (YUW)		
<b>Job Family:</b>	Manager		
<b>Directorate/Cluster:</b>	Programmes, Fundraising and Communications	<b>Unit/Team:</b>	International Women's Rights
<b>Grade and Salary:</b>	GS Grade D	<b>Contract Type:</b>	<i>Fixed Term</i>
<b>Location:</b>	Kenya, Malawi, South Africa or Ghana	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Reports to:</b> <small>(incl matrix reporting)</small>	Global Lead, Women's Rights and Feminist Alternatives		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>This role require travel</b>			
<b>Role Overview:</b>	<p>The International Project Manager provides overall oversight of the Young Urban Women: Life Choices and Livelihoods (YUW) Programme working with national project staff in each of the project countries and an international project accountant. Reporting to the Global Lead for Women's Rights and Feminist Alternatives, the International Project Manager also coordinates regional and international policy advocacy on behalf of the project, linking it to national and local-level work.</p> <p>The Young Urban Women: Life Choices and Livelihoods Project (YUW) supports the agency and activism of approximately 15,000 young women living primarily in urban informal settlements across Ghana, Kenya, Malawi and South Africa. The programme addresses the interlinkages between economic justice and bodily autonomy in the lives of young women in urban contexts. It aims to dismantle the structural barriers that prevent young women in urban areas from fully enjoying their social and economic rights and wellbeing.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Strategic Impact and contribution</b>	<b>Project coordination and relationship management</b> <ul style="list-style-type: none"> <li>• Develops overall project plans in line with the approved proposal and donor requirements and ensures that the project is delivered according to plan and in line with ActionAid's Strategic Implementation Framework</li> <li>• Establishes and maintains effective working relationships with all project staff and internal and external partners and allies</li> <li>• Coordinates project learning platforms</li> </ul>		

<b>System, Policies and Procedures and Product Management</b>	<b>Coordination of advocacy work at regional and international levels</b> <ul style="list-style-type: none"> <li>• Develops specific plans for regional and international advocacy</li> <li>• Identifies advocacy opportunities, policy influencing moments, spaces and targets</li> <li>• Participates in and/or coordinates staff and partner participation in meetings with relevant regional and international institutions to influence policy for young women's social and economic justice rights</li> <li>• Collaborates with ActionAid country programmes and teams on regional and international advocacy initiatives</li> <li>• Supports countries to strengthen their analysis of the thematic focus areas of the project and apply it to their programme and advocacy work.</li> </ul> <p>Coordinates the compilation of thematic reports, policy briefs and other products as relevant</p>
<b>Issue Resolutions, Crisis/Risk Management</b>	<ul style="list-style-type: none"> <li>• Compiles and manages a risk register for the project</li> <li>• Provides regular updates to the International Project Accountability Team (IPAT) including any urgent issue or crisis requiring management intervention</li> </ul>
<b>Communications, Influencing and Coordination</b>	<b>Monitoring, reporting and communication</b> <ul style="list-style-type: none"> <li>• Liaises with project management teams in the project countries to produce internal progress reports on a quarterly basis.</li> <li>• Provides management analysis of progress and financial reports</li> </ul> <b>Fundraising</b> <ul style="list-style-type: none"> <li>• Work with project countries and affiliates in ensuring consistent outreach to potential funders in order to grow and maintain a robust funding portfolio for the programme</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Works closely with country project management teams and with external partners at regional and global level</li> <li>• Develops and ensures strong collaborations with other project and thematic teams within ActionAid</li> </ul>

<p><b>Other delivery on strategic/ functional priorities</b> (Directorate-specific - maximum 5 KPIs)</p>	<p>Ensures that the YUW Programme contributes to Actionaid's Strategic Implementation Framework across the women's rights and feminist alternatives, economic justice, climate justice and humanitarian system-change level objectives</p>
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PERSON SPECIFICATIONS	
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>A degree holder in a relevant field.</li> <li>Advanced project management experience of at least seven years in (a) development organization(s); preferably in multi-country women's rights projects involving young people in the global south</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Experience in policy analysis and commissioning research gained in an NGO or public policy context</li> <li>Experience in advocacy in regional and international policy spaces relevant to women's rights and gender equality, and related negotiation and networking skills</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>Very strong feminist analyses of women's paid and unpaid labour, decent and dignified work, sexual and reproductive health and rights and structural gender based violence</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>Excellent strategic thinking, writing and communication skills</li> </ul>
<b>Language requirements</b>	<ul style="list-style-type: none"> <li>English; knowledge of other languages spoken in project countries is an added advantage</li> </ul>

People Management Responsibility		
<b>Approximate number of people managed in total</b>		
<b>1- Team members</b>	Individual contributor, no direct responsibility for leading others.	Yes/ No
<b>1.5</b>	Act as mentor in a team and /or coordinating a team	Yes/ No
<b>2- Team Leader</b>	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	Yes/ No
<b>2.5</b>	Responsible for one team with its own and has another team reporting directly	Yes/ No

<b>3- Team managers:</b>	Directs more than one team;	Yes/ <b>No</b>
	The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members	Yes/ <b>No</b>

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 the ActionAid International culture and comply with the organisation's values and code of conduct. Staff are also committed to:

- **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.

Prepared by:

Signature

Date:

Reviewed by:

Signature

Date:

Received by:

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Date: