

Job Title:	Accountability, Planning and Reporting Lead		
Cluster:	Federation Development	Team:	Federation Development Team
Grade and Salary:	Grade E	Contract Type:	Permanent
Location:	GS Hub Office/AA Country office	Budget Holder:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Reports to:	Federation Development Director		
Direct Reports :	None – role will supervise consultants and service providers supporting reporting and system processes.		
Matrix Reports:	Role forms part of the GS Programme Quality Functional Network		
Operational Remit:	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Job Role			
Role Overview:	<p>Provide leadership and coordination of all non-financial organisational performance and accountability reporting, development of our global annual plans, progress reviews and annual reports to the federation and external.</p> <p>Ensure coordination of all information requests to the federation.</p>		
Areas of Responsibilities	Key Activities		
1. Strategic Leadership	<ul style="list-style-type: none"> • Leadership on functional and federation thinking and processes to do with Accountability, Planning and Reporting, working with the Fed Development Director • Develop a team culture that values collaboration internally, cross functionally and in partnership with countries 		
2. AAI Values Practice & Strategy Change Priorities	<ul style="list-style-type: none"> • Leading Innovation and Change Establish a culture of excellence in the federation development 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 		

<p>3. Delivery on Strategic Priorities (Directorate/Cluster-specific - maximum 5 KPIs)</p>	<p>1. To manage and enable efficient and effective integrated federation planning, reporting and accountability processes and systems</p> <ul style="list-style-type: none"> • Provide leadership in review and development of appropriate and user-friendly tools, design and methodologies that are agile and aligned across the federation working closely with relevant GS units. • Works with relevant GS units to ensure linkages of planning, reporting and accountability processes to enable the organisation to integrate learning • Manages the operation and updating of the online planning and reporting system, working closely with IT/technology teams in the development and maintenance of the system • Advise and facilitates capacity development of country planning and reporting focal persons, and coordinate peer to peer support to enhance country capacities. • Participate in relevant projects, initiatives and meetings to ensure alignment of global planning, reporting and accountability
	<p>2. To manage the delivery of the GS and federation reporting accountabilities (internally & externally)</p> <ul style="list-style-type: none"> • Manage and coordinate the delivery of agreed federation and secretariat consolidated reporting processes, • Facilitate reporting processes within the GS and countries, working with the knowledge management, learning and quality assurance teams in Programmes Cluster, functional teams and country leads. • Working with Programme Learning and Impact roles and relevant teams in enabling tracking of progress on the Global Strategy and fulfilment of our accountability requirements • Collaborate with key stakeholders and provide guidance to ensure ongoing improvement of the quality of content • Monitor and evaluate the accountability, planning and reporting processes and project manage projects on specific system improvements required, by identifying and utilising cross teams/resources.
	<p>3. To facilitate external engagement and build networks, benchmarking with planning and reporting thinking with peer organisations) to improve federation internal practice and processes and influence collective thinking within the sector on accountability.</p> <ul style="list-style-type: none"> • Benchmark with planning, reporting and accountability thinking within and outside the sector feeding into the federation processes • Build networks with peer organisation and others, lead and participate in learning and knowledge sharing initiatives
	<p>4. To promote and develop mechanisms that will contribute to the improvement of transparency and accountability in the federation</p>

		<p>in-line with Accountability Framework and Charter</p> <ul style="list-style-type: none"> • Manage and coordinate the delivery of the federation Accountability Framework and Charter, developing strategies that will embed transparency and accountability • Coordinate and ensure delivery of the INGO Charter reporting accountability and other similar organisational commitments • Monitor and evaluate the organisational accountability processes and project manage improvement • Collaborate with other key stakeholders, ensuring promotion of accountability frameworks and initiatives
Education, Language & Qualifications		<ul style="list-style-type: none"> • Relevant degree/post graduate qualification in relevant development field • Ability to communicate fluently in English, written and spoken
Essential Knowledge, skills and Experience		<ul style="list-style-type: none"> • Substantial preferably in a planning role or similar/related role • Experience in the INGO sector, sound understanding and appreciation of governance processes in relation to enhancing accountability • Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices
Desirable Knowledge, skills and Experience		<ul style="list-style-type: none"> • Experience in multi stakeholder management in a complex international environment • Highly numerate and experience in data systems and management • Proven ability to manage and coordinate projects within multi functional teams, without direct line authority • Commitment to women's rights and human rights • Excellent interpersonal skills and ability to work in a team across locations • Excellent facilitation, influencing and analytical ability • Willingness to travel
Competency Profile		
Leading Organisation	Strategic Perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
Leading Others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).

	Relationships	
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities