

act:onaid Job Description and Person Specification

Job Title:	Strategy Advisor – PFC		
Job Family:	Advisor		
Directorate/Cluster:	Director of Programmes, Fundraising and Communications	Unit/Team:	Programmes, Fundraising and Communications
Grade and Salary:	D	Contract Type:	Fixed term – 2 years
Location:	GS Hubs or AA Country Office that has a hosting agreement with the GS	Budget Holder:	No
Reports to: (incl matrix reporting)	Director of Programmes, Fundraising and Communications		
Direct Reports:	No		
Matrix Reports:	No		
DBS (CRB) / Police Check:	Yes		
This role require travel	Yes, up to 45%		
Role Overview:	<p>This position is responsible for managing and coordinating key initiatives while providing support for strategic meetings and projects. It involves developing a strategy timeline to monitor management decisions and ensure their effective implementation. Furthermore, the role includes preparing draft documents, emails, and presentations, as well as facilitating communication with important internal and external stakeholders.</p> <p>This position is responsible for managing the PFC Director's budgets and work plans while providing both administrative and strategic support for the Director's responsibilities. The duties of this role must be executed with discretion, judgment, tact, and poise, requiring a thorough understanding of the Federation's internal dynamics and the challenges posed by external contexts. The ideal candidate will have a diverse skill set, exhibit a high level of professionalism, and be a dynamic, proactive, analytical, and detail-oriented individual who excels in a fast-paced environment.</p>		
Areas of Responsibilities	Key Activities		
Strategic Impact and contribution	<ul style="list-style-type: none"> • Assist the PFC Director with special projects that promote the organisation's strategic priorities. • Manage short-term projects and initiatives for the PFC Director and collaborate with relevant staff to ensure effective execution. • Coordinate and follow up on specific organizational priorities established by the PFC Director. • Oversee the PFC agenda, conduct weekly meetings to track project progress, communicate deadlines, and draft any necessary communications. • Manage team plans and coordinate or attend meetings as needed, including handling all logistics, setting agendas, taking minutes, and ensuring effective communication. • Track team decisions, strategies, policies, and procedures. Maintain an updated decision register and ensure timely follow-up on action items. • Liaise with relevant staff regarding strategic and operational decisions, keeping them informed of critical events and developments as necessary. Draft communications, reports, and presentations as requested by the PFC Director. 		

act:onaid Job Description and Person Specification

	<ul style="list-style-type: none"> • Support the PFC Director in convening meetings with the ILT and Global Management Team and ensure tracking of actions agreed upon in those meetings.
System, Policies and Procedures and Product Management	<ul style="list-style-type: none"> • Provides strategic and operational solutions that enhance efficiency in the directorate, adhering to AA policies and procedures. • Coordinates the PFC Director's travel itineraries and calendar and schedules or arranges meetings. • Plans and manages the PFC Directors' budget.
Issue Resolutions, Crisis/Risk Management	<ul style="list-style-type: none"> • Assist the PFC Director in coordinating swift and effective responses during high-risk and complex organizational crises that necessitate intervention at the PFC Director level. • Use judgment and experience to monitor incoming emails and other communications, ensuring that urgent and serious issues are promptly brought to the attention of the PFC Directors.
Communications, Influencing and Coordination	<ul style="list-style-type: none"> • Create and manage clear, engaging, and consistently branded internal communications on behalf of the PFC Director. This includes preparing presentations, emails, communiqués, videos, and organizing town hall meetings. • Collaborate with the Communications and Campaigns, Fundraising, Regional Head, IHART and Programmes and Influencing teams to plan and coordinate the PFC Director's participation in high-level meetings with stakeholders, advocacy targets, and donors. • Provide and organize background research and briefings, including logistical information, for the PFC Director's external and internal meetings, country visits, public events, and media interviews.
People Management	<ul style="list-style-type: none"> • Collaborate with a dynamic and ambitious team. • Encourage open, direct, and transparent communication. • Foster cross-departmental collaboration to address interdependencies and solve cross-functional challenges.
Delivery on strategic/ functional priorities (Directorate/Cluster-specific - maximum 5 KPIs)	<ul style="list-style-type: none"> • Directorate objectives are met. • Create Detailed Plans: Develop a comprehensive roadmap that includes milestones, required resources, and timelines for reaching functional goals that align with the PFC Director's objectives and priorities. • Prioritize Tasks: Focus on tasks based on their impact and urgency, ensuring that the most critical items are addressed first. • Foster Agility: Remain adaptable by re-prioritizing tasks as the needs of the objectives evolve and provide continuous support for the PFC Director.

act:onaid Job Description and Person Specification

PERSON SPECIFICATIONS	
Education and Qualifications	<ul style="list-style-type: none"> • Degree or Higher Diploma in Business Management or a related field, along with relevant experience in similar roles. • Additional certifications in communications will be considered an advantage.
Essential Knowledge and Experience	<ul style="list-style-type: none"> • Have a business-focused mindset, with the ability to identify areas of weakness, the authority to propose changes, the interpersonal skills and knowledge to introduce changes, and the organizational skills to monitor the effectiveness of processes. • Ability to travel internationally. • Substantial support experience in a complex environment
Essential knowledge	<ul style="list-style-type: none"> • Strong initiative and ability to multitask, anticipate and prioritise without direct supervision. • Ability to manage confidential and sensitive information with appropriate discretion. • Professional and positive manner with grace and works under pressure. • High capacity for work output to meet tight deadlines and multiple priorities. • Energetic, enthusiastic, and interested in learning within a political, changing, and diverse work environment • Strong networking/relationship-building skills- ability to anticipate, coordinate, and facilitate activities with colleagues. • A strong commitment to develop, promote and practice AAI's vision, mission, values, and strategy. • Good knowledge of tools for remote collaboration, particularly with the Microsoft Office365 suite of products • Ability to work in a multicultural context/environment, engage in social justice, activism/advocacy and demonstrate innovative practices.
Essential skills	<ul style="list-style-type: none"> • Exceptionally organized, detailed, and flexible • Excellent inter-personal skills • Excellent verbal and written communication skills in English, ability to inform and engage through written communication. • Excellent problem-solving skills and resourcefulness
Language requirements	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in English is essential. • Knowledge or proficiency in another language will be an asset.

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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 organisation'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.

