TEMPORARY POSITION - REGIONAL ASSISTANT (EASTERN & SOUTHERN AFRICA REGIONS)

The Global Network of Civil Society Organisations (GNDR) was established in 2007 as a voluntary network of civil society organisations who are committed to working together, and engaging with partners and other stakeholders to increase community resilience and reduce disaster risk around the world. The network is growing and currently has approximately 1088 member organisations in over 115 countries across virtually every geographical region of the world.

Our Vision
A vibrant, active, collaborative civil society supporting people and their communities, particularly poor and vulnerable groups, to prepare for, mitigate, respond to and recover from disasters and adapt to extreme hazards and shocks in a changing climate.

Strategic Objectives
GNDR “Stronger Together” strategy 2016-2020 has three mutually reinforcing objectives:
1. Increase the impact of civil society in influencing policies and practices at all levels
2. Enhance collaboration capabilities of civil society and cooperation with other stakeholders
3. Strengthen the creation, analysis and sharing of knowledge

We are currently seeking for qualified candidate to fill a Temporary position of a Regional Assistant (Eastern & Southern Africa Regions)

MAIN PURPOSE OF THE ROLE

As part of the GNDR Secretariat which serves the membership through hub offices in London UK, Dakar Senegal, Bangkok Thailand, Santiago Chile and Nairobi Kenya, The Regional Assistant role encompasses a variety of tasks designed to support the Regional Development Coordinators who are responsible for the coordination and implementation of GNDR’s work plans within the different regions. The Regional Assistant will be based in Nairobi, Kenya.

SPECIFIC DUTIES

1. Contribute to the development of regional operational capacities
   - Assist with the strengthening of regional hub operational capacities
   - Assist with the development and functioning of internal management processes
   - Assist with the legal registration of GNDR hub offices when required
   - Participant in relevant internal cross-team working groups

2. Regional Governance
   - Maintain environment and good working relationships at all levels; internal and external.
   - Support the implementation of revised governance arrangements at regional / national levels
   - Work with National Focal Points and Regional Advisory Groups to support implementation of GNDR work plans
3. **Strategy Coordination and Implementation**

- Support the regional facilitation of GNDR programmes and activities (advocacy; monitoring; capacity building; knowledge management; etc) undertaken by members in accordance with GNDR annual work plans, priority actions and associated budgets.
- Assist with the development and implementation of regional operational plans and budgets, including regional and global programmes such as Views from the Frontline; CBDRM; Coherence, IMPACT or other projects.
- Participate in writing and submission of donor funding applications, project progress narratives and donor interim/final reports.
- Help with the inception and facilitation of meetings with different thematic networks, alliances and stakeholder groups to foster collaboration and widen partnerships.
- Assist with the monitoring and reporting of GNDR activities to relevant internal and external stakeholders.

4. **Communications and Membership management**

- Support and foster proactive two-way communication between regional secretariat and regional-based membership.
- Encourage interaction and communications between regionally-based membership.
- Deal with general enquiries from regionally-based members and supporters.
- Support with recruitment of new members in under-represented countries.
- Ensure the maintenance and accuracy of GNDR membership database in the region.

5. **Events and conferences**

- Assist in the planning, organisation and coordination of major events, conferences and seminars e.g. Regional Advisory Group meetings, Regional Workshops and any other events as required.
- Support members with travel and other logistics requirements to participate in GNDR workshops / events at global, regional, national levels.
- Other appropriate tasks as delegated by the Regional Development Coordinator.

6. **Administration / Office Facilities**

- General administration / secretarial support.
- Preparation and dissemination of meeting minutes and events proceedings.
- Assist in the organising of external and internal meetings.
- Documentation management and filing.
- Maintain office facilities and IT support.
- General office phone / email enquiries.
- Prepare and submit, after approval, Admin and Expenses regular reports.
PERSON SPECIFICATION

Education/Qualifications
- Advanced Academic qualification in social and/or international development.
- Appropriate University Degree
- Proficiency in written and spoken English and Kiswahili

Experience
- Project management experience
- Understanding of Sendai Framework; Paris Agreement; SDGs
- Two to four years’ relevant experience in international development and/or disaster risk management
- Experience in administrative, logistical and financial work
- Experience of working in civil society organisations
- Experience of working with inter-governmental agencies
- Experience in civil society network development and coordination

Skills/Abilities
- Appreciation of project management tools and frameworks
- Fluent in other regional and international languages would be an advantage - French
- Ability to think, plan, prioritise and organise in a clear and structured way
- Ability to work in a flexible, dynamic environment
- Strong team player with good interpersonal skills
- Ability to communicate clearly orally and in writing in English
- Good ICT / computer skills
- Willingness to learn, open to new ways of working

Personal Qualities
- Appreciation of GNDR’s values and principles
- A calm, confident and welcoming manner
- Good organisational and time management skills
- Able to take initiative, work under minimal supervision
- Able to travel internationally if required
- Conscientious, honest, empathy with GNDR values
INFORMATION TERMS AND CONDITIONS

Temporary Term Contract: Contract offered on a six month basis subject to available funding and periodic performance appraisals.

Ideal start date: As soon as possible. Position will be held open until COB 15th Nov 2019.

BASED IN: Based in Nairobi, Kenya with occasional regional travel

OFFICE HOURS: Five days per week: Monday - Friday 35 hour working week between 9.00am – 5.00pm with 1 hour for lunch. Flexible working hour options will be considered

ANNUAL LEAVE – FULL YEAR:
25 days pro-rata basis
+ Statutory bank holidays in host country
+Additional year end days at the discretion of the Executive Director.

SICK LEAVE SCHEME: Based on length of service

SALARY: National salary will depend on the level of experience and equivalent salary levels. KES 1100970.42 per Annum

TO APPLY:
To apply send a covering letter setting out the candidate's suitability and motivation for the position, together with an updated resume / CV (no more than 4 pages) to jobs@outrivalhr.com with the subject “Regional Assistant – Eastern & Southern Africa Region”. All applicants must have valid work permits and the right to reside in Nairobi and able to travel internationally – GNDR will not facilitate obtaining visa / work permits

Face-to-Face and/or on-line interviews will be arranged for short-listed candidates on a rolling basis. Only candidates chosen for interviews will be contacted. The recruitment process will be held open until COB Friday 15th Nov 2019. The successful candidate will be expected to take up the role in the month of November 2019.