

Job Description

Position: Regional Lead Africa

Reports to	Executive Director
Direct reports	Regional Coordinator (s), Operations Officer
Job family	Team Lead/Head
Location	International
Latest update	March 2022

About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR). Established in 2007, we are now a network of more than 1,400 organisations in over 120 countries. We work together to prevent hazards like floods, droughts, earthquakes and infectious diseases from becoming disasters where people lose their lives, incomes and assets. We listen to communities that are most at risk, strengthen the capacity of civil society organisations, and advocate for risk-informed development and localisation.

Our vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

Our goals

Our members have set three goals for the network for our 2020-25 strategy:

1. Strengthen the collaboration, solidarity and mobilisation of civil society organisations
2. Champion a localisation movement
3. Strive for risk-informed development

Purpose of the secretariat

The secretariat is responsible for delivering the strategy and annual work plans, as agreed by the global board and trustees. The secretariat supports the development, coordination and implementation of the GNDR strategy. Our team is responsible to the board of trustees and the global board, via the executive director. Staff are based in six countries around the world: Guatemala, India, Indonesia, Kenya, Senegal and the UK.

Main purpose of the role

The regional lead, as a member of the Senior Leadership Team (SLT) and wider secretariat team is responsible for all activities in the designated region, including: oversight of membership support; supporting the election and strengthening of the board and regional advisory groups; design of donor proposals; implementation and monitoring of projects and activities with members and project; advocacy and influencing initiatives; and ensuring operational capacity of GNDR in the region and compliance to GNDRs policies and procedures.

Position in the organisation

- Responsible to the executive director
- Leads the staff in designated region, directly managing the regional coordinator(s), and operations officer
- Part of the secretariat team and active participant in cross-team working
- Works in close collaboration with GNDR members and project partners

Overall scope of the role

- Membership mobilisation and engagement
- Project management
- Advocacy and influencing
- Fundraising
- Finance/compliance (systems, policy, audit, statutory)
- Global lead for a "risk driver"
- Line management

Specific responsibilities

Membership, mobilisation and engagement

- Collaborate with the membership engagement coordinator for the recruitment of new members
- Support in the election of global board members from the region and regional advisory Group members
- Establish and maintain functioning regional advisory groups in consultation with the executive director
- Collaborate with the membership engagement coordinator to maintain strong two-way flow of information across membership to support the outworking of the corporate strategy and regional priorities
- Facilitate collaboration within and across regions to outwork GNDR programmes and activities undertaken by members
- Undertake needs/capacity assessments of members and relevant regional/national civil society networks, associations and alliances to implement risk-informed development activities
- In collaboration with members develop materials and training resources to strengthen the capacity of members in risk-informed development
- Implement workshops, trainings and events at regional and country level to support the outworking of GNDR objectives with and through members
- Strengthen of members DRR capacity (strategy; leadership/management; governance; communications; resource mobilisation; membership services; knowledge management; etc)
- Encourage members to participate in relevant intergovernmental and non-governmental workshops/events at global, regional, national level
- Support the wider secretariat to assist in the planning, organising and coordination of global level GNDR and stakeholder events, conferences and seminars
- Coordinate and support member-led capacity strengthening and shared learning at the regional level.

Project Management

- Responsible for the development, implementation, monitoring and reporting of regional operational plans, projects and associated budgets
- Oversee the management and implementation of a portfolio of donor funded contracts and grants for the region, ensuring appropriate contractual arrangements with donors, partners, suppliers and consultants
- Coordinate and oversee the management and implementation of any global projects related to the designated risk driver
- Identify and develop new opportunities for future programmes and projects

- Preparation and dissemination of regular activity updates and progress reports to relevant stakeholders, including timely preparation of donor and partner reports

Advocacy and influencing

- Position GNDR as a leading risk-informed development network mobilising civil society organisations and dealing with issues of localisation, disaster risk reduction, resilience and sustainable development
- Establish and maintain strong working relationships with regionally-based stakeholders and allies, including national and local governments; UN agencies; institutional donors; development banks; networks; academic and research bodies; media; and partner NGOs;
- Work with members and project partners to inspire, develop, and mobilise them for advocacy
- In collaboration with the policy lead, members, and allies identify advocacy issues, develop position statements and briefing papers, and oversee advocacy initiatives at regional and country levels while ensuring coherence with global advocacy themes and messaging
- Contribute to and support global advocacy initiatives
- Support the establishment of new regional/national networks and platforms.

Fundraising

- Contribute to the development of the corporate funding plan to ensure a sustainable financial base for implementation of GNDR strategy and annual plans for the region
- Responsible for the identification and building of strong relationships with institutional donors, trusts and foundations at regional and national levels
- Identify and develop strategic partnerships and coalitions with key stakeholders in order to form consortia to access funding
- In collaboration with the fundraising manager prepare concept notes, proposals, budgets and grant applications to institutional donors, trusts and foundations within for activities in the region and contribute to global submissions
- Provide capacity development inputs for key members to improve their fundraising

Finance, compliance (systems, policy, audit,statute)

- In collaboration with head of operations, manage hosting arrangements for regional offices to provide HR, logistics and financial services to ensure operationality, including MOUs, budgets and contractual arrangements
- Ensure GNDR meets statutory requirements for its presence and activities in the country of operation
- Support the head of operations to undertake the corporate annual audit
- Ensure GNDR's policies, management practices and reporting procedures are fully implemented within the region.

Knowledge management

- Contribute to the gathering, analysis, collation, preparation and dissemination of periodic regional updates, briefing notes and progress reports relevant to the regional context and/or priorities/concerns of GNDR members
- Support members to share ideas, experiences, learning and good practice within the subregion and globally between members and with academia institutions
- Responsible for gathering, developing, and collating GNDR knowledge base on a designated GNDR "risk driver" or thematic area, drawing information from GNDR and secretariat and members, and disseminating learning, good practice, case studies, brief papers to members, peer agencies, academic institutions, and UN and Government departments
- Represent GNDR at regional and global level events relevant to the designated risk driver or thematic area
- Provide advice and guidance to secretariat staff and members at a global level on the designated GNDR "risk driver" or thematic area, including inputting into proposal submissions.

Team management

- As a member of the senior leadership team, assist with the overall coordination, management and development of the secretariat team
- Develop and model a team culture characterised by a shared understanding of GNDR vision and strategy and commitment to values
- Lead the designated Regional Team, ensuring clarity over plans, budgets and priorities, providing supervision, guidance and mentoring, encouraging effective teamwork and inclusiveness
- Implement GNDR performance management policy with direct reports, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals,

development planning and exit interviews, carried out for staff, and take appropriate remedial action to address areas of poor performance.

Person specification

Attributes and skills	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none">• Bachelor's Degree in a relevant subject (e.g International Development)	<ul style="list-style-type: none">• Masters degree in a relevant subject• A postgraduate qualification in project management

<p>Experience</p>	<ul style="list-style-type: none"> ● Substantial experience of working internationally in development or humanitarian response ● Experience in disaster risk management activities ● Experience of working in civil society organisations ● Experience of working with governments, UN bodies, institutional donors and inter-governmental bodies ● Experience of working in civil society networks, umbrella organisations or coalitions ● Substantial experience in design, fundraising for and management of institutional donor funded programmes 	<ul style="list-style-type: none"> ● Understanding of the Sendai Framework; Paris Agreement; and SDGs
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<p>Skills and abilities</p>	<ul style="list-style-type: none"> ● Proficiency, written and spoken, in English ● Networking and influencing skills ● Strong project cycle management knowledge and skills ● Good people management skills ● Strong financial management skills ● Appreciation of individual and organisational learning and development tools ● Ability to think, plan, prioritise and organise in a clear and structured way ● Flexibility and problem solving ability to work in a flexible, dynamic environment ● Strong team player with good people management skills ● Willingness to learn and promote new skills and new ways of working ● Ability to communicate clearly orally and in writing ● Good ICT skills 	<ul style="list-style-type: none"> ● Proficiency, written and spoken, in the major languages for the subregion (French or Spanish) ● Appreciation of social media tools, methods and technologies
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Personal qualities	<ul style="list-style-type: none"> ● Good interpersonal manner and comfortable in cross cultural communication with people from different backgrounds ● Committed to GNDR values ● Committed to working as part of a small team ● A calm, confident and welcoming manner ● Capable of working effectively in a high pressure and dynamic environment ● Concerned about giving attention to detail 	<ul style="list-style-type: none"> ● Understanding of GNDR value system and work
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Information for applicants

Eligibility	Candidates must have the legal right to live and work in Africa . Currently the role is working from home with regular times in the office, as government guidance allows.
Start date	May 2022
Contract type	Contract will be offered on a fixed-term full-time basis subject to available funding and satisfactory completion of a six-month probationary period.

Office hours	35 hour working week within the office hours of Monday to Friday 9:00am - 5:00pm, with one hour for lunch. Flexible working arrangements are possible.
Annual leave	25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the executive director.
Probation	Six months probationary period with a three month mid-term review.
Salary	A competitive salary based on local region will be offered
How to apply	<p>To apply for this position all applicants should send a brief cover letter and CV to jobs@gndr.org with the subject line referencing the role title.</p> <p>Phone/Skype and/or face-to-face interviews will be arranged for shortlisted candidates on a rolling basis. Only candidates selected for an interview will be contacted.</p>