JOB DESCRIPTION AND PERSON SPECIFICATION

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| **Job title** | Regional Business and Program Developer / Regional Team Leader |
| **Date** | April 2016 |
| **Start date** | 15 June 2016 |
| **Purpose** | To lead the expansion and ensure the financial sustainability of RedR UK’s programs in the Sub Saharan Africa Region and provide leadership to the Regional Office |
| **Responsible to** | International Programs Director based in the London office |
| **Responsible for** | Training Coordinator, Support Manager, Project Coordinator(s) |
| **Location** | Nairobi, with frequent travel in the region (up to 50%) |
| **Period** | 6 months fixed term full-time post, with possibility of renewal subject to funding |
| **Salary** | KES 360,000 basic salary / month + social insurance (health, pension, accident) |

**REDR AND THE WORK WE DO**

RedR UK is an international humanitarian NGO which since 36 years supports aid organisations and other humanitarian actors across the world by developing skills and providing expertise.

Its main objectives are to improve humanitarian effectiveness in all stages of the disaster cycle by developing the capacity of organisations and their staff who are engaged in humanitarian action.

We are doing this by bringing together the expertise of humanitarian agencies, the private engineering sector, governments/authorities, professional institutions and academia to enhance knowledge and quality of response.

In 2011 RedR UK opened an office in Nairobi in response to both acute and prolonged humanitarian crises in the region and with the main objective to strengthen the capacities of national humanitarian staff and organizations. By now a pool of 40 regional humanitarian experts and trainers are providing humanitarian capacity-building and technical expertise in Somali, Kiswahili, French and English. In 2015 we delivered 54 courses across the region (Kenya, DRC, Somalia, South Sudan, Rwanda) and trained 929 humanitarian aid workers, 90% of whom were local staff.

**JOB DESCRIPTION**

**Main Duties and Responsibilities:**

1. **Develop RedR UK’s humanitarian capacity building programming in the region**

Related tasks

* Establish and maintain a robust network with humanitarian actors, UN and relevant governmental agencies in the region to inform the definition of RedR UK’s programs in the region
* In discussion with relevant humanitarian actors and their coordination bodies, based on contextual training needs assessments and in line with RedR UK’s global and regional strategies, develop coherent and viable humanitarian capacity building projects
* Design, write and present concept notes and proposals, complete with contextual background, justification, logical framework, transversal aspects, monitoring/evaluation system and budgets
* Implement projects and ensure smooth operations through Project Coordinator and Associate Trainers
* Develop and use operational partnerships whenever this would ensure a more effective way of project development, funding and/or implementation
* Ensure high quality and timely internal and external reporting
* Develop and manage project budgets with support of the Support Manager
* In collaboration with the International Program Director further develop RedR UK’s regional strategy
* Any other task as instructed by the International Programmes Director

Deliverables in the first 6 months

* 10 concept notes for different contexts in the region (cplt. with background, justification, logframe and budget) developed and presented and discussed with different donor agencies
* 4 complete proposals are submitted and followed-up
* Quality reports for all current donor funded projects are delivered on time

1. **Ensure the financial sustainability of RedR UK’s regional programs by developing and expanding the support from institutional donors**

Related tasks

* To establish and maintain a regular networking with relevant humanitarian donors in the region (ECHO/EU, USAID/OFDA, GIZ, CHF, SIDA, SDC, DFATD, DFID, DFAT and others)
* Acquire a profound knowledge of institutional donors´ contextual and regional strategies and detect funding opportunities for RedR UK’s humanitarian capacity building programs in the region
* Maintain regular discussions with donors’ technical and humanitarian advisors to inform the development of successful proposals
* Develop and submit proposals to donors and ensure a high quality follow-up and reporting

Deliverables in the first 6 months

* 2 successful donor project proposals

1. **Provide leadership to the Regional Team**

Related tasks

* The Regional Team Leader is expected to provide leadership to the Regional Team, currently consisting of the Training Coordinator (TC), the Support Manager (SM) and the *CONTEXT* Project Coordinator (PC)
* The Team Leader is the hierarchical supervisor of these team members and will technically be supported by the corresponding Focal Persons at the RedR UK international office in London
* The Team Leader is expected to adapt his/her leadership style to the strengths and weaknesses of each team member, maintain a collaborative approach and thus ensure the most efficient working environment for the team
* With the support of the Support Manager the BD/TL is responsible for the control of the Regional Office budget
* Any other task as instructed by the International Programmes Director

Deliverables in the first 6 months

* Individual Action Plans for TC, SM and PC are agreed and followed-up
* 2 Regional Office budget reviews

1. **Represent RedR UK in relevant governmental, UN and non-governmental coordination mechanisms and towards authorities**

Related tasks

* With support from other team members the BD/TL will ensure a regular and adequate representation of RedR UK in all relevant regional humanitarian coordination bodies (IAWG, Kenya, Somalia and South Sudan NGO consortia, capacity building focus groups etc.)
* Any other task as instructed by the International Programmes Director

Deliverables in the first 6 months

* (Re)establish membership in NGO coordination bodies in at least 4 countries of the region (KE, SO, ET, SSD). Ensure personal presence in each of this forums on at least quarterly basis
* Provide at least 3 public presentations about RedR-UK’s humanitarian capacity building approach and programs in relevant regional events

The position is based in Nairobi but requires extensive travel in the region (South Sudan, Somalia, Ethiopia, Great Lakes Region etc.).

Contract: Initially 6-months fixed term contract with a basic monthly salary of 360,000 KES

**PERSON SPECIFICATION**

**Essential Requirements**

* At least 5 years professional experience in same or similar field of activity
* Post-Graduate Degree (or degree in combination with extended professional experience in similar field of activity)
* Excellent project development and proposal writing skills
* Excellent knowledge of regional humanitarian donors’ strategies and procedures
* Good knowledge of the regional humanitarian context
* Humanitarian field experience of at least 5 years
* High degree of initiative and effective workload management skills
* Ability to represent the organisation externally and to develop networks
* Excellent interpersonal and team skills
* Computer literacy in MS Office
* Willingness and ability to undertake travel regionally to often insecure and difficult environments for periods of up to 2 weeks / month
* Excellent English

**Desirable Criteria**

Experience working in a training/capacity building organisation or in related projects

Fluency in French

**Reference documents**

* RedR Sub-Saharan Africa Regional Office 2016-18 Strategy
* “Global Reach, Local Impact” RedR UK Global Strategy 2014 – 2019
* [www.redr.org.uk](http://www.redr.org.uk)

**How to apply**:

Submit complete relevant application form, updated C.V. and cover letter indicating the **position on the subject line** via to **HR.Kenya@redr.org.uk** by 1st May, 2016.

Attached Application form

Shortlisted candidates shall be contacted