

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Capacity Development Officer (Individual and Institutional Capacity)</b>
<b>DEPARTMENT:</b>	<b>Africa Region-Dakar Office</b>
<b>DIVISION:</b>	<b>Partnership and Capacity Development</b>
<b>UNIT:</b>	<b>Capacity Development Unit</b>

**1. OVERALL PURPOSE OF JOB**

**Implement the capacity development strategy for the BirdLife MAVA HATCH project in Africa**

1. To ensure that Partners receive the institutional support necessary to grow within the BirdLife Partnership and attain their full potential in terms of organisational capacity, resource mobilisation, constituency building and conservation results.
2. To ensure implementation of relevant detailed activities of Hatch and/or other capacity development projects as planned.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO:</b>
<ul style="list-style-type: none"> <li>• <b>Functional lead:</b> Network and Capacity Development Coordinator</li> <li>• <b>Administrative lead:</b> Network and Capacity Development Coordinator</li> <li>• <b>Global lead:</b> Joint Capacity Development Coordinator</li> </ul>
<b>REPORTING TO JOB HOLDER:</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
<ul style="list-style-type: none"> <li>• Capacity Development Unit (leadership and support)</li> <li>• Network and Capacity Development Team (<i>close consultation, liaison and support</i>)</li> <li>• BirdLife Secretariat Head of Divisions (<i>close consultation, liaison and support</i>)</li> <li>• All BirdLife Partner staff working as “Partner buddies” (<i>Programmatic leadership and support</i>)</li> <li>• All staff of the Partnership, Capacity and Communities Department and Staff engaged in the BirdLife Partner Development Officer system</li> <li>• The BirdLife Policy and Advocacy team to ensure capacity development for mainstreaming of biodiversity into decision-making (<i>close consultation and liaison</i>)</li> <li>• Finance and Administration Manager: guidance on all capacity development related administrative matters (<i>consultation</i>)</li> <li>• Staff working in the communications unit of BirdLife</li> </ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
<ul style="list-style-type: none"> <li>• VBN/RSPB/SEO/SPEA Partner Development Officers, International Country Programmes Department (<i>thematic leadership , consultation and support</i>)</li> <li>• Staff of BirdLife Partners involved in building the capacity of Partners in the context of Partner to Partner Cooperation</li> <li>• BirdLife Partner Chief Executive Officers and staff involved with capacity development network</li> </ul>

### 3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	2	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	2	Institutional Funders	1
BirdLife Global Council	1	Regulators/Legislators/ Auditors	1	Individual donors/ members	2
Suppliers/Service Providers	3	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1
<b>Level of Contact</b> 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing BirdLife to highly influential people. Responsible for complex and sensitive/high risk communications.					

### 4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p><b>The Capacity Development Officer has the following responsibilities:</b></p> <p><b>1: Portfolio of organisational development work developed in consultation with BirdLife Partners that addresses priority organisational needs and institutes corrective measures</b></p> <ul style="list-style-type: none"> <li>• Lead on the process to support BirdLife Partners based on assessments of organisational capacity development needs and identify specific measures required to strengthen the organisation.</li> <li>• Assist Partners to update Quality Assurance Data (QAS) to reflect current positions on meeting BirdLife criteria for organisational development.</li> <li>• Facilitate Partners to develop, review and implement Strengthening Plans annually specifically using the results of the BirdLife Quality Assurance System</li> </ul> <p><b>2: Provide financial and technical support to BirdLife Partners to reduce or eliminate the need for external support for maintaining core functioning (Hatch's Support Module 3 'Customised core support towards self-sufficiency')</b></p> <ul style="list-style-type: none"> <li>• Liaise with National Focal Points in Africa to identify and develop projects supported by Hatch.</li> <li>• Assess and review proposals for Hatch grant funding, technical support and/or training</li> <li>• Ensure ongoing support to Partners as needed with implementation of projects funded by the Hatch.</li> <li>• Develop materials and processes for specific areas/topics identified as needed for capacity development of partners, including training, mentoring and coaching of partners, peer learning and other methodologies.</li> </ul>

- Deliver all customized capacity development-related activities in diverse areas of organizational development (i.e. program management, resource mobilization, and monitoring and evaluation) and technical capacity development.
- Assist Partners to identify and access a wide range of fundraising sources and mechanisms
- Support the formulation of project proposals comprising capacity development activities, for submission to donors
- Closely coordinate with relevant Supporting Partners and beneficiary Partners to develop organisational capacity development interventions to complement the objectives of Hatch and strengthen the BirdLife Partnership.

### **3: BirdLife Partner staff have enhanced capacity to support continued organisational development and learning**

- Match technical assistance needs with individual experts from within or outside the BirdLife Partnership and support experience exchange.
- Support and expand a mentoring scheme.
- Encourage Partners to use online toolkits, policy portals and publications on various programmes.
- Adapt, translate or create tools to meet Partners' identified organisational needs.
- Provide training to Partners in the effective application of tools.
- Support the development of Thematic Working Groups or Communities of Practice across the Partnership as deemed necessary to support organisational development.

### **4: Promote BirdLife Capacity Development achievements under HATCH**

- Actively profile the HATCH, through a coordinated and impactful sharing of information internally and externally.
- Refresh Partners' communication approaches and ensure they are better targeted to demonstrate innovation, impact and opportunities for engagement of new donors.
- Support Partners to facilitate documentation and share lessons learnt and best practices to influence Capacity Development practice.
- Encourage and contribute to experiences and lessons learned from Hatch via sharing and developing relevant materials, case studies, workshops etc. and collecting and analysing relevant data.
- Contribute towards communicating and promoting Hatch to internal and external audiences
- Support the development of Hatch together with the Secretariat colleagues within the Capacity Development Programme.

### **Result 5: Monitor and Evaluate the impact of HATCH-capacity development grants in the region**

- Participate in developing a robust monitoring and evaluation system related to capacity building.
- Undertake country visits in the region to evaluate implementation of projects supported by Hatch, where and if necessary.
- Provide technical and financial progress reports on implementation of projects on in the region.
- Coordinate with appropriate stakeholders in all aspects of activities planning, monitoring, and implementation.

- Participate in relevant Network and Capacity Development meetings, workshops and trainings.

**Others**

- Any other duties as delegated by the Network and Capacity Development Coordinator.

**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Up to GBP 10,000 on approved projects
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None

**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
<b>Minimum General Education</b>	University Degree level general education, or equivalent experience.
<b>Job Specific Education/Qualification</b>	Post-graduate qualification in management. Professional experience of NGO development and capacity development, supported by practical experience.
<b>Job Specific Knowledge</b>	<ul style="list-style-type: none"> <li>○ Good understanding of NGO development and Capacity Development Programme development</li> <li>○ Strong commitment to conservation and understanding of the need for conservation capacity-building.</li> <li>○ Facilitation skills in international, multi-cultural settings.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Established track record of relevant experience in NGO Development and Capacity Development.</li> <li>○ Working knowledge of Africa and in particular West and North Africa</li> <li>○ Significant hands-on training and strategic planning delivery experience.</li> <li>○ Line management experience.</li> <li>○ Track record of fundraising for capacity development.</li> <li>○ Experience with grant management</li> </ul>
<b>Management &amp; organisational skills</b>	<ul style="list-style-type: none"> <li>○ Ability to motivate people from a range of backgrounds.</li> <li>○ Ability to understand and accept changes in priorities, and adapt to different people and situations easily.</li> <li>○ Ability to manage multiple tasks and allocate time effectively against competing demands</li> </ul>

	<ul style="list-style-type: none"> <li>○ Ability to work unsupervised and take the initiative to get a job done when necessary and appropriate</li> <li>○ Ability to work in different institutional environments (corporate, nonprofit, university)</li> </ul>
<b>Communications skills</b>	<ul style="list-style-type: none"> <li>○ Excellent communication, interpersonal and diplomatic skills.</li> <li>○ Excellent spoken and written English.</li> <li>○ Ability to use social media effectively</li> </ul>
<b>Creativity &amp; Initiative</b>	<ul style="list-style-type: none"> <li>○ A self-starter, willing to propose and try new ways to improve situations.</li> <li>○ Effective at analysing complex environments and resolving problems with practical solutions.</li> <li>○ Ability to motivate and guide staff particularly in non-line-management relationship.</li> </ul>
<b>Computer Literacy</b>	Computer literacy to a high level.
<b>Languages</b>	English; Desirable to have French. Portuguese, Spanish, Arabic language skills and added advantage.
<b>Travel requirements</b>	10-12 weeks per year international travel (taking into account COVID 19 restrictions)
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
<ol style="list-style-type: none"> <li>1. Experience and interest in conservation capacity-building.</li> <li>2. Knowledge of additional international languages.</li> <li>3. An international 'outlook' and understanding of different cultures.</li> <li>4. Discretion with confidential matters of all kinds.</li> <li>5. A can – do attitude and strong will to succeed.</li> </ol>	

<b>Prepared by:</b>	<b>Date:</b>
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