

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Head of PRCM Region
DEPARTMENT:	Africa Region
DIVISION:	Conservation
Location	Dakar, Senegal

1. OVERALL PURPOSE OF JOB

<p>This position has four overarching expectations:</p> <ol style="list-style-type: none"> Provide leadership to staff and manage BirdLife team in Dakar and the delivery of BirdLife programme priorities in the PRCM region. Facilitate the development and implementation of BirdLife’s conservation strategy and business plan for the PRCM region Lead fundraising and capacity development efforts for the sustainability of BirdLife’s conservation agenda in the PRCM region. Develop strategic alliances with relevant entities to advance the BirdLife mission in the PRCM region, raise BirdLife’s profile and represent BirdLife International in the PRCM region. Support successful delivery of MAVA’s conservation goals for the PRCM region.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
<ul style="list-style-type: none"> Head of Conservation Division (Africa)
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> Coastal Migratory Bird Project Manager West Africa Marine Programme Coordinator Communications Officer (PRCM and Francophone countries in Africa) Policy Officer, PRCM region Finance and Admin Officer, PRCM region Capacity and Partner Development Officer, PRCM region
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> Africa Region Management Team Africa Divisions: Conservation; Network & Capacity Development; Communications & Fundraising; and Finance & Admin Department (FAD) The Africa Region Fundraising Task Force Divisions in Cambridge: Conservation, Science & Information Management and FAD
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> RSPB: BirdLife’s Marine Programme coordination team BirdLife Partners in the PRCM Region: Nature Mauritanie, CSSL Supporting Partners, including VBN and LPO

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3. KEY WORKING RELATIONSHIPS

In addition to, and as an aid to the descriptive section above, rank each contact group on level 1-3 as indicated below. This is intended to cover the importance to maintain BirdLife’s reputation across most of the major contact types relevant to the Secretariat. The level of contact should be assessed with consideration to the level of responsibility and influence and level of independent exposure. The exposure might be in different forms (e.g. verbal or written form) and might be direct or indirect (e.g. presentation or publications/outputs directed to particular sectors).

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	3	Institutional policy makers /Politicians/ Corporations	3
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	2	Institutional Funders	3
BirdLife Global Council	1	Regulators/Legislators / Auditors	2	Individual donors/ members	2
Suppliers/Service Providers	3	Scientific Community	2	Royalty/VIPs/ High worth Individuals	2

Level of Contact

- 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.
 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p><i>Leadership and Management</i></p> <ul style="list-style-type: none"> • Manage overall operations of the BirdLife team in Dakar and ensure integration within the overall BirdLife Africa and Global Secretariat’s systems and procedures • Provide leadership and effective manage staff in line with BirdLife HR policy. • Ensure staff in Dakar work efficiently, and are well integrated into the Africa and Global BirdLife Secretariat, in delivering their annual work plans. • Ensure effective risk assessment and mitigation planning for BirdLife team in Dakar, as well as compliance with BirdLife office procedures. <p><i>Conservation Strategy and Business Plan</i></p> <ul style="list-style-type: none"> • Facilitate and coordinate the development and implementation of a conservation strategy that is informed by BirdLife strategy, Programmes and Africa Partnership priorities for the PRCM region. • Lead the development and manage implementation of a business plan for the PRCM region, ensuring the office is adequately staffed and financed. <p><i>Fundraising and Project Development</i></p> <ul style="list-style-type: none"> • Facilitate fundraising for the implementation of the business planning, including smooth running of the BirdLife operations in Dakar. • Cultivate relationships with donors and build strategic partnerships for purposes of resources mobilization for the PRCM region • Lead the development of large project applications for the PRCM region

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<ul style="list-style-type: none"> • Oversee the management of projects and ensure timely delivery of high quality reports and other project deliverables <p><i>Partnerships and Network Development</i></p> <ul style="list-style-type: none"> • Foster strategic partnerships with relevant state and non-state actors in the PRCM region (government and intergovernmental organisations, national and regional institutions, development agencies, donor community and private sector) towards achievement of BirdLife’s objectives. • Promote capacity development of target stakeholders, particularly civil society, communities, government and private sector in the PRCM region. • Provide strategic guidance and support synergistic implementation of MAVAs funded Outcome Action Plans and Projects in the PRCM region. • Represent BirdLife and actively ensure relevant participation in the governance and management structures set up for delivery of MAVAs conservation goals in West Africa • Oversee the development of BirdLife Africa Partnership in the PRCM region <p><i>Image and Reputation</i></p> <ul style="list-style-type: none"> • Raise BirdLife’s profile in the PRCM region and beyond • Represent BirdLife International and the Africa Partnership in the PRCM region • Promote and safeguard BirdLife’s reputation and credibility <p><i>Others</i></p> <ul style="list-style-type: none"> • Coordinate emerging conservation priorities in the PRCM region • Any other duties as delegated by the Head of Conservation (Africa)

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Control over core budget of the BirdLife office in the PRCM Region (about GBP 500,000).
Contracts – Funders	<i>Up to GBP 25,000 on approved projects.</i>
Contracts – Staff/Consultants	Consultants on approved projects whose fees do not exceed GBP 25,000.
Contracts – Service providers	Responsible for arranging service provision for the BirdLife team in Dakar. Personal Travel and procurement of services not exceeding GBP1,500
Legal Responsibility	Oversee the legal compliance of the operations in the Office in Dakar, with support from Regional Finance and Administration Manager, the Finance & Administration Department in Cambridge and specialist external advisors.
Other	None

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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Masters degree level
Job Specific Education/Qualification	Natural and social science, international relations, international law
Job Specific Knowledge	Sympathy to and experience in the NGO movement and sharing and understanding of BirdLife values, mission and strategy model and way of working. Excellent understanding of conservation, development and political issues in Africa.
Experience	Over 10 years' relevant experience at senior management level, in marine and coastal conservation (with demonstrable experience in Africa) and organisational management.
Management & organisational skills	Proven skills in programme development, development and management of large scale projects and fundraising; strategic management, networking and negotiation. Ability to act independently and basic financial literacy. Proven skills in managing multicultural teams.
Communications skills	Flair for diplomacy and excellent communication and networking skills. Ability to promote BirdLife to senior level stakeholders in international organisations, government, private sector and civil society. Ability to write professional articles and give presentations to international audiences.
Analytical Skills	Ability to look at the strategic and operational dimensions of issues and plan accordingly.
Creativity & Initiative	Ability to analyse and find solutions to complex practical problems.
Computer Literacy	Good skills in Word, PowerPoint, Excel and internet use.
Languages	Proficiency in spoken and written English, French and possibly Portuguese or Spanish
Travel requirements	Frequent travel, up to 10 weeks per year
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Knowledge of another widely spoken language in West Africa an advantage	
Prepared by:	Date:
Ademola AJAGBE	22 nd August 2017