

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>Job Title</b>	<b>Regional Director, Africa</b>
<b>Department</b>	<b>Regional Secretariat</b>
<b>Region</b>	<b>Africa</b>
<b>Location</b>	<b>Nairobi, Kenya</b>

**1. OVERALL PURPOSE OF JOB**

To lead and effectively manage the overall responsibilities and functions of BirdLife International's Africa Partnership Secretariat based in Nairobi, especially by ensuring provision of effective support to the network of BirdLife partner organisations in the Africa Region; delivery of planned conservation work in line with the BirdLife strategy; facilitating fundraising for the Partnership, promoting joint initiatives and programmes and representing as appropriate, the BirdLife International Partnership in the region.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
CEO, BirdLife International
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
All Division heads in the Africa Secretariat All managers of units in the Africa in Rwanda, Tanzania, Accra and Dakar to include:
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
All Africa regional staff and all members of the Management Team in Cambridge.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
BirdLife Africa Regional Committee (ARC), All Africa Partners and prospective partners. Other BirdLife Partners from outside the region supporting Africa Partners.

**3. KEY WORKING RELATIONSHIPS**

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

**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". 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:

##### ***Strategic Planning, Organisational Management and Governance***

1. Provide strategic oversight and leadership in the development and implementation of the BirdLife programme in the Africa region.
2. Provide strategic coordination for the BirdLife partners in Africa to continue to develop and implement an effective joint BirdLife programme of work in Africa.
3. Effect a robust monitoring, evaluation and learning system to ensure that the Birdlife Africa Partnership can demonstrate impact and is responsive to changing conservation contexts and the needs of Partners.
4. Co-ordinate and promote effective planning, collaboration and information-sharing between BirdLife Partners and with the Secretariat.
5. Work with and support the development and effective functioning of the Africa Regional Committee and the Council for the Africa Partnership.
6. Provide Africa BirdLife Partners and secretariat input into the global strategy, programmes and policies of BirdLife International as part of the Senior Management Team.
7. Manage and motivate staff of the BirdLife Africa Secretariat in servicing the BirdLife Africa Partnership.
8. Lead the annual cycle of development of the Africa Secretariat's work plan, budget and reporting as part of the overall Secretariat planning mechanism.
9. Oversee the Africa Secretariat's legal, financial and administrative operations (including HR), ensuring that it is adequately staffed and properly financed.
10. Supervise the execution of all Divisional appraisals and ensure that effective HR procedures are available to staff and implemented as required.
11. Exercise legal representative powers as delegated by the BirdLife CEO and ensure compliance with all statutory and separate legal entity responsibilities as required.

##### ***Conservation***

12. Support the continuing development and ensure alignment of Africa Secretariat support to relevant BirdLife partners particularly in programme development and implementation, as needed.
13. Ensure delivery of the BirdLife conservation strategy in the Africa region through the BirdLife Programmes as appropriately prioritised by the Secretariat and the Africa Regional Committee of partners.
14. Coordinate the provision of appropriate support from the Africa Secretariat to specific conservation initiatives, campaigns and events at the global and regional level.
15. Encourage Partners to take responsibility for specific initiatives, roles and delivery of parts of the Africa programmes, provide appropriate supervision and support and ensure good communications and reporting.

##### ***Network & Capacity Development***

16. Develop and extensively liaise with the BirdLife Africa Partnership, with special regard to promoting joint programmes, and the effective functioning of the BirdLife Partner to

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Partner Cooperation System.

17. Co-ordinate the planning and take responsibility for the organisation of BirdLife Regional Partnership Meetings and Conferences in collaboration with other members of the Africa Team and the Africa Partners.
18. Guide and support development and implementation of Africa Partnership Network and Capacity Development Plans to consolidate, strengthen and expand the Africa Partnership and Africa Partners to continue to meet Partnership Criteria as approved by Council.
19. Maintain efficient and productive working relationships with the Africa Regional Committee to oversee, monitor, guide and report on the BirdLife Africa Programme.
20. Support Africa Partners to address NGO weaknesses identified in the Quality Assurance System and promote development and exchange of best practice, tools and skills in areas of strength.

***Policy & Advocacy***

21. Represent the BirdLife Partnership and Programme at the highest level to Africa based institutions and organisations.
22. Promote BirdLife priorities to key decision makers and centres of influence in the Africa region and develop collaboration where appropriate.
23. Develop strategic alliances with international conservation, development and/or research organisations, intergovernmental agencies and corporates for purposes of advancing the Birdlife mission in Africa.

***Fundraising and Communications***

24. Liaise with donors and the Global Secretariat in order to adequately fund the Secretariat and the Partnership in implementing the Africa Programme.
25. Ensure good relations are built and maintained with all donors through timely and effective delivery, reporting and communications.
26. Develop and implement Communications and Fundraising plans in support of programme development and conservation delivery.

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

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Delegated budgetary responsibility; control of regional Secretariat budget
<b>Contracts – Funders</b>	Delegated budgetary responsibility (currently set at GBP 50,000 on individual contracts).
<b>Contracts – Staff/Consultants</b>	Contract consultants and staff as needed and appropriate, and according to internal procedures
<b>Contracts – Service providers</b>	Contract consultants as needed and appropriate, and according to internal procedures
<b>Legal Responsibility</b>	Exercise legal representative powers as delegated by the BirdLife CEO and ensure compliance with all statutory and separate legal entity responsibilities as required
<b>Other</b>	-

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Educated to post graduate degree level (preferably in a conservation related field), or equivalent experience.
<b>Job Specific Education/Qualification</b>	A degree/qualification or other background in conservation/environmental science and/or fundraising, or equivalent experience.
<b>Job Specific Knowledge</b>	Ability to explain complex, scientific/programmatic issues to different audiences. Ability to “sell” BirdLife International’s Programmes in order to raise funds and promote to possible partners. An understanding of, and commitment to, the development of biodiversity conservation and civil society. An international outlook with a working understanding of, and respect for different cultures.
<b>Experience</b>	Demonstrable experience in programme development, management and fundraising in a conservation or development context. Knowledge of international conservation, environmental management and sustainable development in the Africa region.
<b>Management &amp; organisational skills</b>	Strong leadership and people management skills. Good organisational and problem-solving skills. Able to organise own time and priorities, work with minimal supervision and work well under pressure. Good team-working ability. Good basic financial literacy (understanding budgets).
<b>Communications skills</b>	Strong verbal and written communication skills, with the ability to draft documents and correspondence to the highest standards of presentation, accuracy and clarity. Tact and diplomacy in dealing with people and outside organisations at all levels. Pleasant, professional and confident interpersonal skills. Facilitating teams and building partnerships in both developed and developing countries as well as negotiating effectively and building consensus.
<b>Creativity &amp; Initiative</b>	Able to summarise and simplify complex information. Able to come up with solutions for complex problems and think ‘outside the box’.
<b>Computer Literacy</b>	IT literate (Word, Excel, Access, PowerPoint, Outlook, databases, social media and internet), able to use other office technologies, able to type with speed and accuracy.
<b>Languages</b>	Fluent in English. Knowledge of other languages widely used in the region, particularly French will be an advantage.

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<b>Travel requirements</b>	Willingness to travel overseas/away from home up to four weeks per year or more as needed and appropriate.
<b>Other key requirements</b>	Interest in international conservation and sustainable development Discretion with confidential correspondence and other matters. Able and willing to work flexibly to meet deadlines when circumstances require this. Experience of developing, coordinating and managing conservation and environmental programmes, together with working with partnerships, governments, intergovernmental organisations, NGOs and the private sector on policy and strategic planning issues, particularly within the ,Region> region.
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
<ul style="list-style-type: none"><li>• The ideal candidate will enjoy gathering, consolidating and organising information; will be good at organising others where necessary; will be supportive to those working under pressure. He/She will be committed to international conservation, will have a positive “can do” attitude.</li></ul>	

<b>Prepared by:</b>	<b>Date:</b>
Julius Arinaitwe	February 2018