



Job Announcement

GNI is an international humanitarian and development NGO established in 1991 in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in sectors of education, health, water and sanitation, advocacy, child rights protection, income generation, environment and climate change, disasters, and emergency relief.

GN Africa Regional Coordination Office is seeking *transparent, passionate and qualified* candidate to fill the position of **DEPUTY REGIONAL COORDINATOR**

Location: GN Africa Regional Coordination Office in Ruiru, Kiambu County

Employee Terms: Fixed Term contract

1. Introduction

The Deputy Regional Coordinator supports the Africa Regional Coordinator in providing leadership, strategic direction, and oversight of the programs and operations of Good Neighbors partnership countries in Africa. She/he is responsible for the overall leadership and management of Good Neighbors partnership countries' operational and administrative functions. Working under the guidance of the Africa Regional Coordinator and Good Neighbors Global Partnership Center, the Deputy Regional Coordinator defines the organization's strategic vision and is accountable for its implementation and the results achieved.

The Deputy Regional Coordinator maintains strong relationships with a diverse range of stakeholders who are important collaborators in Good Neighbors' mission and activities.

The Deputy Regional Coordinator has the responsibility and accountability to set the tone for Good Neighbors' internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness. She/he must act in the best interests of Good Neighbors in all contexts and is responsible for ensuring this culture prevails across the organization's employees and stakeholders.

2. Duties and responsibilities

1) Monitoring and Audit

* Ensure professionalism, transparency, and accountability in the programs and the organizational management of Good Neighbors partnership countries in Africa through monitoring and audit.

2) Handover

* Facilitate and support seamless handovers of country representatives by maintaining continuity and effective communication within the organization.

3) Global Strategy

* Spearhead local fundraising initiatives aligned with the organization's global strategy.

* Manage gifts in kind (GIK) programs and foster social economy programs to achieve Good Neighbors' goals and objectives.

* Lead the implementation of safeguarding policies, procedures, and awareness campaigns.

4) Support Partnership Countries

* Drive the internalization of Good Neighbors' mission, vision, and strategy in partnership countries.

* Oversee governance structures and policy making/revisions to ensure alignment with the organization's mission and vision.

* Provide guidance and training to staff members to ensure a strong culture of safeguarding throughout the organization.

* Facilitate working groups focused on the organization's strategies and key initiatives.

5) Capacity Building

* Develop and implement leadership training programs for staff in partnership countries.

* Coordinate staff exchange programs to enhance cross-cultural understanding and collaboration.

* Organize workshops on Design, Monitoring, and Evaluation (DME), Sponsorship Management, Fundraising Strategies, etc.

6) Risk Management

* Conduct regular risk assessments and provide recommendations to enhance organizational resilience.

- * Formulate and implement contingency plans for potential risks, including the absence of country representatives, civil unrest, natural disasters, economic crises, and pandemic/endemic situations.

- * Mitigate partnership challenges, legal cases, and other risk factors in collaboration with partnership country offices and relevant stakeholders.

- * Establish and maintain robust mechanisms for reporting and investigating safeguarding incidents.

7) Coordination

- * Facilitate coordination on critical matters and major issues among field countries, support countries, and global offices.

3. Candidate Qualification

1) Educational Background

- * Minimum of a Bachelor's degree in Development Studies, International Relations, Social Welfare, or a related field.

2) Professional Experience

- * More than 5 years of progressively responsible experience in project management, international development, or a related field.

- * Minimum of 3 years experience as Country Director or Country Representative of an international organization.

- * Experience in ODA project and multi-bi project management.

- * Experience in Korea International Cooperation Agency (KOICA) project or Japanese MOFA funding project is a plus.

- * Exceptional management skills in HR, finances, and programs, with a proven capacity to motivate and lead a multi-disciplinary management team to achieve organizational goals.

3) Regional Expertise

- * Track record of working on projects or programs in a minimum of two countries in Africa, with each country having at least two years of experience, respectively.

- * In-depth knowledge of the African context with an understanding of its political, social, economic, and cultural dynamics.

4) Stakeholder Engagement

- * Demonstrated ability to build and maintain strong relationships with a variety of stakeholders, including government agencies, non-governmental organizations, and local communities.

- * Experience in fostering collaboration and partnerships for effective project implementation.

5) Project Management

- * Strong project management skills, including planning, budgeting, monitoring, and evaluation.
- * Ability to oversee multiple projects simultaneously and ensure timely and quality deliverables.

6) Team Leadership and Capacity Building

- * Experience in leading and motivating diverse teams spread across different locations.
- * Proven ability to build the capacity of team members and partners.

7) Communication Skills

- * Fluency in English is essential, and proficiency in the major donor languages, that is, Korean or Japanese, is highly desirable.
- * Ability to effectively communicate complex ideas to diverse audiences.

8) Adaptability and Flexibility

- * Ability to thrive in a dynamic and fast-paced work environment.
- * Willingness to travel frequently within the Africa region as required.

9) Analytical and Problem-Solving Skills

- * Strong analytical skills with the ability to analyze data, identify trends, and make informed decisions.
- * Proven problem-solving abilities in challenging situations.

10) Commitment to Organizational Mission

- * Alignment with and commitment to the mission, vision, and core values of Good Neighbors.
- * Understanding and appreciation of the organization's global goals and objectives.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **by 9th February 2024** to administration@goodneighbors.ke

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