

## **VACANCY**

**Organisation:** Widows and Orphans International (WOI)

**Position:** Regional Representative

**Duty Station:** Kenya

**Terms:** Competitive terms for right candidate

**Reports to:** Director, WOI

### **About Widows and Orphans International**

Widows and Orphans International is a UK based charity working in the UK and Sub-Saharan Africa to promote health, socio-economic and cultural development targeting some of the most vulnerable and disadvantaged people. WOI works with local partners to build the capacity of communities to tackle and address the challenges they face, support them to get their voices heard by planners, leaders and decision-makers, and develop local organisations which represent or/and work with them.

### **About the role:**

The Regional Representative's core role will include but is not limited to: representation of WOI's interests in the region through building relationships and networks with key players in WOI's fields of interest; identifying and working with partners to develop programmes; facilitating capacity building initiatives of partners; fundraising and supporting partners fundraising activities; providing technical support to partners as necessary; facilitating monitoring, evaluation and learning activities in the programmes and supporting partners' establishment and development of learning systems; supporting partners' advocacy initiatives; management of WOI's assets and resources; and, development of new business ventures. The Regional Representative will have accountability for WOI's programmes within Sub-Saharan Africa.

### **Responsibilities:**

- i. Support WOI Director in conceptualization of WOI's areas of interest region, defining the areas, identifying issues, trends and business ventures, and developing plans and frameworks for realization.
- ii. Represent WOI in the region by identifying key stakeholders to WOI's areas of interest, networking with them, sharing WOI's plans and strategic vision and bringing them into the framework of supporting WOI's partners to achieve the greatest development outcomes.
- iii. Support the Director in managing WOI's resources in the region, including offices, assets, staff and finances as well as meeting donors' contractual requirement to visit funded work to suit their purposes
- iv. Support the Director to carry out monitoring and supervisory missions on funded projects being implemented by partners, check on partner's on-going adherence to best practice in implementation of project activities and management of resources as well as cross check the veracity of submitted narrative and financial reports
- v. Appraise WOI Director with regular written and verbal narrative and financial reports on WOI activities in the region

- vi. Provide technical support to WOI's local partners in programme development, implementation, monitoring; evaluation and learning from programme activities. This will include preparing position papers to support advocacy initiatives and supporting partners to strengthen or develop systems for internal control, capacity building, fundraising and quality control and report writing.

**Person Specification:**

**Education:**

- i. A Masters degree in development, program management, public health, education or related field(s) relevant to WOI's areas of interest. Candidates with Bachelors degree and many years of relevant experience and proven track record will be considered on their own merit.

**Experience:**

- ii. At least 5 years experience in international development with at least 2 years at mid-senior management, including supporting local partners in internal reflection, programme development and management, reviews/evaluations and fundraising
- iii. Experience in managing and leading teams of staff, managing consultants, and managing work performance
- iv. Experience in management of physical and financial resources,
- v. Experience in conceptualizing and developing new business ventures
- vi. Experience in concise and comprehensive report writing, quality controlling written work and supporting others to develop these skills
- vii. Experience in development and maintenance of international project monitoring instruments and systems; grant management and compliance; and program development, project design, monitoring and evaluation and proposal writing
- viii. Experience working in the African development arena and networking with private and NGO sectors.
- ix. Demonstrable experience in developing and leading successful private/public partnerships at a global or regional level.

**Skills:**

- x. Proven skills in senior level management, operations, finance,, problem solving, networking and organizational development.
- xi. HIV/AIDS, Health, nutrition, food security, Livelihoods, Education would be helpful but is not essential.
- xii. Proven skills in business planning and programme management.
- xiii. Strong interpersonal skills and excellent English oral and written communication skills.
- xiv. Skills in priority setting and strategic planning.
- xv. Proficiency in computer use (word processing, spreadsheets, PowerPoint and at least one statistical package)

**Added advantages:**

- xvi. Experience in inter agency work involving international agencies will be an added advantage. Expertise in HIV/AIDS, Health, nutrition, food security, Livelihoods, Education would be helpful but is not essential.
- xvii. Previous experience in dealing with persons from different backgrounds and a knack for diplomacy;