



JOB DESCRIPTION & PERSON SPECIFICATION

Job title:	Head of Africa Region
Responsible to:	Director Global Programmes
Responsible for:	Middle East Region
Hours:	40
Salary:	Competitive
Based at:	Nairobi, Kenya

Role overview:

This is a 3-year fixed term, non-family station position and subject to extension.

As the Head of Africa Region you will be responsible for providing strategic leadership to our portfolio of programmes working with partners across the region to advance our charitable objects. From your base station you will be expected to establish a small team for the effective and resourceful implementation of activities, monitoring and evaluation.

The role involves ensuring strong programmatic and financial management, planning, monitoring and providing effective support, advice and guidance to partners or country teams where appropriate.

As the Head of Africa Region you will be required to actively contribute towards the strategic growth of Global Ehsan Relief operations ensuring compliance to all relevant Government, Donor and organisational policies, procedures, and guidelines, including providing timely and quality reports as required both internally and externally.

You will work closely with HQ staff and stakeholders providing strong leadership and business administration fostering a well organised and slick operational environment.

You will be a dynamic, ambitious, solutions focused individual with a 'can do' attitude who proactively supports the Charity's growth and is willing to embrace a diverse range of tasks.

Key Responsibilities and Accountabilities:

1. Develop a long-term vision to achieve impact across programmatic operations in the region with a focus on sector standards.
2. Provide effective representation for the organisation amongst NGO's, government agencies, cluster groups and relevant bodies to help build, influence and maintain positive external relationships.
3. Lead on the development and implementation of a strong Africa strategy that aligns with HQ vision, mission and values.



4. Work closely with the Director of Global Programmes to optimise funding opportunities for regional programmes in line with our priorities from both individual and corporate donors.
5. Maintain strong project and financial information and budgets control.
6. Ensure a strong planning and monitoring environment on all activities cross cutting governance, programmatic output and value for money. Develop, build and maintain effective systems for sound record keeping and include data sets for impact measurement.
7. Effectively host and lead on Charity Deployments arriving in the region from other parts of the GER family around the world. Be prepared and willing to travel extensively.
8. Any other duties commensurate with the accountabilities of the post.

PERSON SPECIFICATION

Head of Africa Region

Knowledge and Experience	Essential Desirable
Qualifications	
a) Graduate in development studies or related field.	Desirable
Knowledge and Experience	
b) 5 years senior leadership experience and an understanding of Muslim Charity's.	Essential
c) 2 years + field experience in a leadership role promoting effective partnerships.	Essential
d) Contemporary understanding of issues and challenges facing humanitarian organisations.	Essential
e) Previous experience of managing teams including distance management.	Essential
f) A track record of promoting learning and capacity building.	Essential
Skills and Abilities	
g) Strategic thinking.	Essential
h) Strong people and team management skills.	



<ul style="list-style-type: none"> i) Demonstrate knowledge and understanding of sector norms and standards including but not limited to CHS, Red Cross Code of Conduct. j) Ability to represent the organisation, online and in person confidently. k) Sound project management skills including project proposal development, theory of change and log-frame development and monitoring and evaluation. l) Good planning and organisational ability. m) Ability to develop and manage strong communication channels and methodologies between Agency and Partners. n) Willingness and ability to travel. o) Sound knowledge of Excel, Access and Microsoft Office packages. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>
<p>Commitment</p> <ul style="list-style-type: none"> p) Commitment to our values. q) Hard working and self-motivated. 	<p>Essential</p> <p>Essential</p>