

HUMAN RESOURCES DIRECTORATE

JOB DESCRIPTION

1	IDENTIFICATION	
1.1	JOB TITLE	Executive Director
1.2	DIRECTORATE/UNIT	Advocacy Accelerator
1.3	PHYSICAL LOCATION	Nairobi

Background: The [Advocacy Accelerator](#) is an exciting new platform being created to increase the skills, sharing among, and impact of advocates in East Africa and globally. The initial areas of focus for the Advocacy Accelerator have been informed by extensive consultations with donors, researchers, and advocates across the globe, which are summarized in the report titled [Strengthening country-based advocacy for maximum impact: What will it take?](#) The Advocacy Accelerator is planned to begin start-up in January 2017 and will be housed within Amref Health Africa – the largest health NGO on the African continent.

Job summary: The Executive Director will lead all aspects of the Advocacy Accelerator in partnership with an Advisory Committee made up of advocacy leaders from across the region. These will include staff recruitment, strategic planning, systems set-up, fundraising, and all dimensions of management.

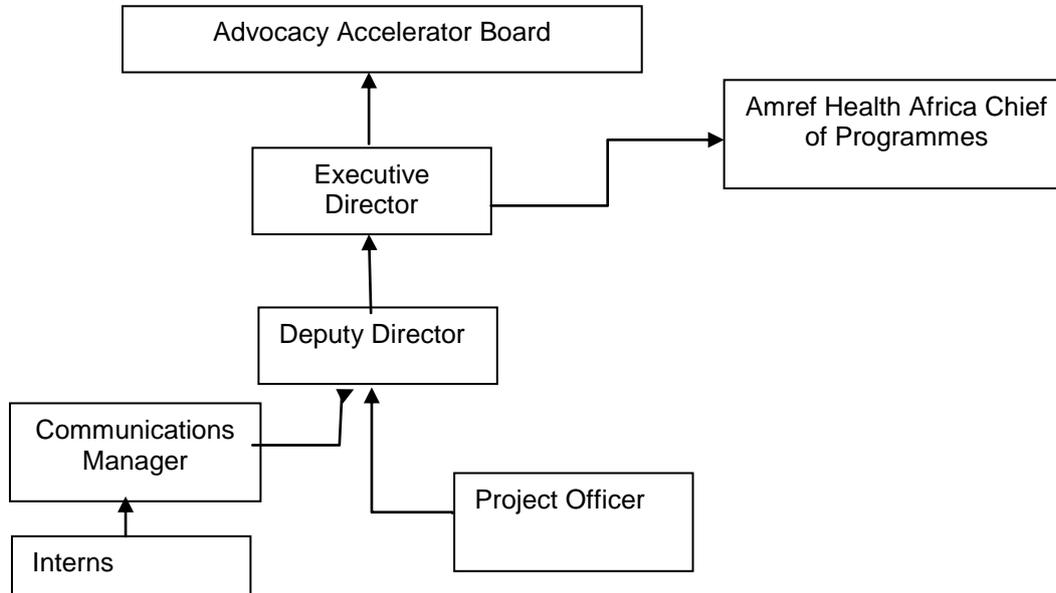
The Executive Director is a very visible and outward facing position, responsible for partnerships, fundraising, facilitation, and high-level engagement with policymakers and donors. He/she will also oversee and ensure the accountability of a small staff that will establish and manage in-person and virtual platforms for advocates to learn from and engage with one another. The Executive Director and the Advocacy Accelerator will be located within the Institute of Capacity Development at Amref Health Africa. The Executive Director will report within Amref to the Chief of Programs and overall to the Advisory Committee. The position is full-time with a highly competitive salary and excellent benefits based in Nairobi, Kenya.

2. MAIN PURPOSE OF JOB

The Executive Director is a very visible and outward facing position, responsible for leadership, oversight, partnerships, fundraising, facilitation, and high-level engagement with policymakers and donors. He/she will also support an Advisory Board and will oversee and ensure the accountability of staff.

Job description current as at:

3. REPORTING RELATIONSHIPS



4. PERSONNEL

PERSONNEL REPORTING TO THE JOB HOLDER	REPORTING DIRECTLY OR THROUGH
Deputy Director	Directly
Communication Manager	Indirectly through Deputy Director
Project Officer	Indirectly through Deputy Director
Interns	Indirectly through Deputy Director

4.1 OTHER RESOURCES

- LAPTOP
- IPAD
- INTERNET BUNDLES AND TELEPHONE
- DESK AND MEETING SPACE

5. PRINCIPAL RESPONSIBILITIES

KEY AREA	Activity	EXTENT OF DISCRETION
Strategy development and planning	<ul style="list-style-type: none"> • Develop and lead implementation of the Advocacy Accelerator’s strategy, working in collaboration with the Advocacy Accelerator Advisory Committee. This will build on research and engagement with partners that have informed three initial priority activities for the Advocacy Accelerator, including: (1) online platforms for accessing advocacy and organizational development information and resources; (2) in-person platforms for advocates to engage with and learn from one another; and (3) referrals to advocacy and organizational development experts and technical assistance providers. 	Full

Job description current as at:



Executive Director

	<ul style="list-style-type: none"> Expand and build on existing online resource and exchange platforms to increase opportunities for advocates across the globe to access and share advocacy and organizational development information, resources, and expertise. 	
Programme oversight	<ul style="list-style-type: none"> Ensure efficient set-up of the entity and all financial, human resources, compliance, management, and monitoring, evaluation and learning (MEL) systems. Closely manage financial resources to ensure transparent and effective use of resources. Oversee and ensure sustainability of the Advocacy Accelerator budget, in partnership with Amref Health Africa financial and administrative staff. Through effective management, supervision and accountability practices, ensure that staff and consultants supporting the Advocacy Accelerator complete the day-to-day program and administrative operations of the Advocacy Accelerator. Supervise staff as assigned, including providing regular professional support and coaching to supervisees, assessing their performance and recommending improvements they can make to achieve their annual objectives and project's goal in general. 	Full
Resource mobilization and programme development	<ul style="list-style-type: none"> Attract funds to support the Advocacy Accelerator's work and long-term sustainability. Building on an initial 15-month commitment of support from the Hewlett Foundation, the Executive Director will create, oversee, and implement a business plan to ensure sustainable resources for the continuation and growth of the Advocacy Accelerator, including building on and expanding pre-existing engagement with foundation partners and network stakeholders 	Full
Networking and Partnership	<ul style="list-style-type: none"> Establish and grow partnerships with advocacy stakeholders across the region and globally to utilize, engage, and interact with the Advocacy Accelerator through virtual and in-person platforms. Ensure that these online and in-person platforms are effectively used and valued by advocacy partners and donors across the region. Serve as the primary external representative for the Advocacy Accelerator by participating in and speaking at meetings and conferences, engaging with the media, and partnering with high-level stakeholders and donors. Engage with partners to identify and utilize opportunities for advocates to engage with and learn from each other about effective advocacy tools, tactics, and practices. 	Full
Report Writing	<ul style="list-style-type: none"> Develop and submit timely reports i.e. monthly, activity reports 	Full
Governance management	<ul style="list-style-type: none"> Manage and support the operations and governance functions of the Advocacy Accelerator Advisory Board, which will include advocacy leaders from across the globe who will help to inform and guide the strategy, operations, and priorities of the Advocacy Accelerator. Serve as Ex-officio of the Advocacy Accelerator Advisory Board. Manage the overall relationship with the host organisation. 	Full
Additional program or project responsibilities as may be assigned		

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Executive Director

6. ANY OTHER TASKS

7. REQUIRED QUALIFICATIONS

7.1 Education and knowledge

- Strong and passionate commitment to advocacy capacity strengthening in Africa.
- Experience engaging diverse stakeholders and partners toward common goals
- High level contacts and relationships at national, regional and global levels in Africa
- Demonstrated ability to ensure knowledge management and sharing of skills and information with diverse communities.
- Proven experience effectively managing staff and consultants for high performance.
- Successful experience fundraising and managing budgets
- Demonstrated experience fostering and strengthening relationships and partnerships with targeted stakeholders.
- Experience in communication, including writing and public speaking.
- Excellent written and verbal communication, negotiation and networking skills
- Ability to prioritize and multi-task
- Ability to exercise confidentiality, tact and discretion when dealing with diverse groups of people.

Desirable Qualification:

- Master's degree in public policy, public health, communications, or other relevant field.
- Ability to travel at least 20% time.

7.2 Experience

- At least 10 years of experience leading successful high-level policy advocacy in Africa

7.3 Skills

- High degree of diplomacy
- Public Relations
- People Management
- Problem solving

7.4 Competences

- Leadership and strategy development
- Work under minimal supervision
- Decision making skills

- Fluency in French a plus.

8. ENVIRONMENTAL CONDITIONS

8.1 Corporate Policies, Systems, Procedures and Methods

8.2 Work Environment

An office in Nairobi within Amref Health Africa headquarters

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Executive Director

9 ACKNOWLEDGEMENT AND APPROVAL

ACKNOWLEDGEMENT AND APPROVAL

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position

Immediate supervisor

Signature: _____

Date: _____

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

However, if the new tasks constitute a substantial change of the duties and responsibilities listed above, the supervisor and the job holder can at any time request renegotiation of the job description (for changes to be considered substantial, they should amount to at least 15% of the total working hours).

JOB HOLDER

Name: _____

Signature: _____

Date: _____

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