

Job Description and Person Specification

Job Title:	Area Manager – Mogadishu, Somalia		
Directorate:	Programme and Policy.	Job Family:	Programme, Policy, advocacy and campaign.
Reports to:	An ActionAid International Country Director	Grade:	
Location:	Mogadishu		
Direct Reports:			
Job Role			
ActionAid Profile	<p>ActionAid International (AAI) is a global federation working in 45 countries to achieve social justice, gender equality and poverty eradication. It is a non-governmental and not for profit organization founded in 1972 and operates in Asia, Africa, Europe, and the Americas. AAI is registered in the Hague in the Netherlands and with its Head Office location on 4th Floor, West Wing, 158 Jan Smuts Avenue Building, Walters Avenue, Rosebank, Johannesburg, South Africa. AAI current ten-year Global Strategy ending in 2028 is named Action for Global Justice through which it implements its programme and policy influence to achieve systemic change for climate and economic justice while prioritising localisation, building long term transformational community resilience and promoting power shift, accountability to the rightsholders, women and young people leadership.</p> <p>AAI vision is a just, equitable and sustainable world in which every person enjoys their right to a life of dignity, freedom from poverty and all forms of oppression while the mission is to achieve social justice, gender equality, and poverty eradication by working with people living in poverty and exclusion, their communities, people’s organizations, activists, and social movements.</p>		
Role Overview:	<p>The Area Manager Mogadishu is a member of a Country Management Team (CMT) and reports to an AAI Country Director.</p> <ul style="list-style-type: none"> • S(he) provides leadership in the design, delivery, and implementation of AAI programme and policy influencing including advocacy and campaign work in Somalia. • S(he) ensures programme alignment with AAI Strategy, policies, procedures, donors/sponsors rules, regulations, and standards including security and safety procedures/protocols. • S(he) manages human and financial resources and responsible for administration services in the location. • S(he) takes a lead in resource mobilisation to achieve the strategic objectives. • S(he) represents AAI, build, and maintain cordial working relationship with stakeholders including people living in poverty and exclusion, their communities, people’s organizations, activists, and social movements, donors, community leaders, peer and partner organisations, humanitarian, development and peacebuilding partners and governmental institutions. 		
Accountabilities			

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Key Accountabilities / Responsibilities:	Key Activities
<p>ActionAid Values, Practices and Priorities</p>	<ul style="list-style-type: none"> • Leading in innovation and change - Establish a culture of excellence in respective team that values experimentation and continuous improvement • Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power). • Mission and ActionAid International Values Practice: It is part of every staff member's responsibility to contribute to AA mission and comply to AA values, which are: <i>Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility</i> • SHEA & Safeguarding: Foster and promoting AAI approach to overcoming Sexual Harassment, Exploitation and Abuse and other forms of Safeguarding concerns including child abuse in policies, practice, programming, stakeholders' engagement etc. • Leading innovation and change: Contribute to a culture of excellence in respect to a team that value experimentation and continuous improvement.
<p>Strategic Development</p>	<ul style="list-style-type: none"> • Take a lead in the development of AAI work strategy in Somalia and ensure alignment with AA Global strategic direction and priorities. • Represent AA in all relevant forums in the Mogadishu area, as well as liaise with local authorities and various stakeholders. • Protect the reputation of AA in the Area and raise any concern with the Country Director. • Promote AAI Human Right Based (HRBA), Feminist Leadership and Humanitarian Signature approaches to achieve systemic change for economic and climate justice, prioritizing localization, power shift, building long term transformational community resilience, accountability to the right holders, women, and young people's leadership among others. • Facilitate work alliances, networks, partnership, consortiums for resource mobilization, programming, advocacy, and campaigns.

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<p>Programme Management</p>	<ul style="list-style-type: none"> • Formulate and implement annual programme plan including activities and budget in line with the AA strategic direction, priorities, policies, Accountability Learning and Planning System (ALPS), sound management practice and Core Humanitarian Standards (CHS) in contributing to achieving AA theory of change. • Facilitate establishment of partnership with local women-led and youth led NGOs & INGOs for implementation of quality programme and advocacy. • Deploy AAI core approaches: HRBA, Feminist Leadership, Humanitarian Signature in programme formulation and implementation. • Facilitate integrated programming activities which contribute to build the skills, knowledge and active agency of people leaving in poverty and exclusion to achieve long term humanitarian community resilience and adaption, prioritising localisation, accountability to the crisis and disaster affected people women and young people leadership and shifting power • Facilitate evidence-based assessments and research to offer new ways and alternatives solutions to economic and climate injustices including humanitarian and resilience building. • Rally solidarity of ally groups and create linkages to influence policies and practices at all levels. • Facilitate programme/projects monitoring, participatory review reflection process for learning and accountability. • Ensure programme documentation and communication of the impact. • Ensure provision of reports to donors and management decision support reports and advisories. • Ensure programme compliance with donor rules, local laws, and government requirements. • Take a lead in Management or Project Accountability Team (PAT) engagements. • Contribute to compliance of donor rules, implementation project audit finding recommendation in support of contract and grant management. • Contribute to financial sustainability and implement cost recovery guidelines. • Ensure complaint response Mechanisms (CRM) are put in place for all projects to promote accountability for Right Holders.
<p>Resource Mobilisation.</p>	<ul style="list-style-type: none"> • Take a lead in implementation of fundraising and communication plan. • In collaboration with programme and other units, conceptualize, design and implement humanitarian and post-crisis interventions projects/programme and funding plans. • Gather donor intelligence/scoping, conduct market research, and identify new donors and potential funding opportunities. • Cultivate new and continue to maintain satisfactory relationship with donors and humanitarian, development, and peacebuilding partners. • Liaise with other units/functions in development of concept notes and fundraising proposal, negotiations with donors to secure grant or contracts.

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<p>People and general management.</p>	<ul style="list-style-type: none"> • Maintain synergies with external and internal contacts/units/functions. • Take ownership of his/her annual Performance plan process- preparation, review, learning and personal development. • Support staff recruitment, induction, training, and performance management. • Responsible and accountable for prudent handling and use of AAI assets entrusted into his/her care. • Take ownership and implement risk mitigation action plan for which he /she is responsible. • Monitors budgets for which he/she is responsibly and provide explanation, clarification, recommendations, advisories, forecast and or revision. • Support procurement Committee. • Contribute to formulation and compliance with AAI internal control system. • Support review-audit, strategy, partners, annual plan, project, programme. • Comply with security and safety policies, procedures, and protocols including monitoring and providing update. • Comply with the use AAI Contract Management System (CMS).
<p>Others</p>	<p>This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.</p>

Typical People Management Responsibility

Approximate number of people managed in total	Depend on no. of projects
Matrix Manager – (projects/dotted line)	Country Programme Manager
Team Leader	Yes

What is the global remit? Operates in:

Own country	Somalia
Geographic Region	Africa
Multiple Geographic Regions	
Remit covers all ActionAid countries	

Role Dimensions

<p>This role influences outcomes directly and clearly controls the activity Fundraising & Communication related issues for AAIS. In turn the result of the area/ function directly contributes to the functions / organisation's overall performance</p>	
Financial (limits/mandates)	
Direct Unital budget:	
Organisation-wide expenditure	

Key Relationships to reach solutions

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<i>Internal (to ActionAid or team)</i>	<i>External</i>
CMT members, all AAM staff, ActionAid Africa Fundraising Community	
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Degree in Development Studies/Social Sciences, or its equivalent, Business Administration, Marketing. • A master's degree is an added advantage.
Essential Experience	<ul style="list-style-type: none"> • Minimum 5 years of work experience in a similar or equivalent role in an INGO in areas of humanitarian/development sector, in a conflict & post conflict environment. • At least 5 years of experience in working with large and diversified teams consisting national & international staff. • Strong hands-on experience of managing safety & security in a high intensity conflict zone. • Demonstrated experience in representation with donors & external actors and managing emergency response. • Experience with strategy development and understanding of linkage between strategy and programming. Experience of advocacy and communications. • Good understanding of conflict resolution and peace building programming. • Excellent writing and reporting skills. • Time management Skill: being able to achieve operational objectives within set deadline. • Advanced University degree. • Fluency in Written & spoken English. • In depth experience on programming, resource mobilisation, proposal development, donor reporting and donor relations. • Good relationship building, networking skills and multicultural/international exposure. • Demonstratable experience working in Somalia.
Essential Knowledge	<ul style="list-style-type: none"> • Have practical experience in social marketing, business development, contract, and grant management.
Essential Skills	<ul style="list-style-type: none"> • Strong conceptual, analytical, documentation and presentation skills. • Excellent management, leadership, planning and prioritization skills. • Good interpersonal and communication skills coupled with ability to influence, negotiate, advice, mentor, and train. • High degree of integrity, dependability, and confidentiality. • Ability to work independently and be self-motivated
Organisational Structure	

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Line Manager:

Signature

Date:

Accepted by:
Name of staff

Signature

Date: