

Job Description

Position	:	Regional Programme Manager
Department	:	Programmes
Supervised By	:	Director – Eastern Africa
Supervises	:	Regional Programme Officers
Location	:	Nairobi, Kenya

Wetlands International is a non-profit organisation dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. We bring knowledge into policy and practice, connect local actions in 100 countries to make a global difference, catalyse actions that support those that use or depend on wetlands, and we are passionate about the positive change we make for people and nature. See our website (www.wetlands.org) for more information on the values, strategies and policies that guide our work.

1.0 Job Purpose:

The candidate will be familiar with working in an international (network) organisation and will be responsible for providing visionary programmatic leadership while focusing on the overall organisational goals and objectives. The incumbent will be responsible for all aspects of the implementation of the projects in Wetlands International Eastern Africa (WIEA). He/she will be expected to lead and manage the Programme team to achieve the aspirations of WIEA through programme development, effective coordination, consolidation, technical support and strategic guidance by ensuring a cohesive team spirit and motivation to perform. He/she will support resource mobilization and ensure prioritization, allocation and work plan coherence to deliver the Wetlands International Eastern Africa Strategy. He/she will be a member of the WIEA senior management team.

This will be a challenging and highly rewarding leadership and management role. This will involve strategic planning and programme design to establish an innovative portfolio.

2.0 Reporting Lines:

This role reports to Director – Eastern Africa

3.0 Work Relationship:

3.1 Internal Context:

- Reports to the Director Eastern Africa. Works in close collaboration with the Programme teams in Kenya, Uganda, Ethiopia, Tanzania and South Sudan; the Regional team including the Regional Communications Officer, Regional Policy & Advocacy Officer; the Global Office Teams
- Regional Office support teams

3.2 External Context

- Project partners, Academia & Research Centers, Government institutions, Private Sector, Communities

4.0 Key Responsibilities

Programme Management and Implementation

- Overall responsibility for strategic programme design, development and management and alignment with the organisation's overall vision and mission
- Ensure the Programme activities are strongly grounded, strongly interlinked and consolidated at the regional level
- Lead and coordinate the development of Detailed Implementation Plans and ensure delivery of high-quality programs
- Explore innovative solutions and think creatively to identify solutions that maximise impact on the ground
- Support the Director with communicating WIEA work and results and advocating for our objectives

Fundraising and Donor relationship management

- Support the Director in developing and managing relationships with donors
- Lead the design of innovative programmes in Eastern Africa (and potentially Southern Africa) – develop high-quality proposals through a participatory approach

Program reviews, monitoring, evaluation, programme learning and reporting

- Ensure close monitoring of the projects in the field to ensure alignment and contribution to the WIEA Strategy
- Integrating and ongoing management of effective monitoring and evaluation frameworks into programme design

- Ensure quality and timely submission of quarterly and annual or required programme and project reports as per donor and organizational standards and guidelines
- Oversee the identification, documentation and dissemination of project learning and results in various forums, including media stories, lessons learned, case studies, etc., and support learning exchanges

Partnerships and networking

- Support the Programme Team in strengthening WIEA relationship with strategic networks and alliances
- Initiate and nurture networks and alliances with key stakeholders

Financial Management

- Develop, monitor, review and update the work plans to ensure that they attain objectives as cost-effectively and efficiently as possible
- Develop, review and approve programme concepts, and partner financial requests as per organizational processes and procedures
- Manage the expenditure and disbursement of resources allocated
- Monitor and advise on programme and project spending and variance reports as per organizational process and procedures

Team Leadership

- Provide overall leadership to a broad team of programme staff ensuring synergy, sharing of best practices and resources
- Manage team dynamics and staff well-being, provide coaching, strategically tailor individual development plans, and complete performance management for direct reports
- Supervise and regularly coordinate with all programmes and support staff to ensure smooth planning, preparation, activities implementation, and monitoring and evaluation of programme results and overall impact

6.0 Qualification, Experience & Skills

6.1 Professional Qualifications

A minimum of a Master's Degree in the natural sciences, with a preference for strong expertise in ecology or conservation biology.

6.2 Relevant Experience

- Over 15 years of experience with significant hands-on experience preferably in an international NGO with a proven record of accomplishment in managing donor-funded programmes. The candidate should have demonstrated experience in:
 - i. Project cycle management
 - ii. Understanding of and working with monitoring and evaluation frameworks.
 - iii. Leading and managing teams
 - iv. Setting up new projects and programs
 - v. Working with senior officials in both the public and private sectors.
- Prior experience in water resources/wetlands management
- Demonstrated track record in proposal development, funding acquisitions and grant management for major donors

6.3 Essential Competencies & Skills

- Delivering Results: result-oriented, self-starter and able to work independently
- Strategic Thinking and Planning: Experience in organisational strategic planning a programme design
- Collaborative: Able to work independently and as part of multi-cultural and multi-country teams
- Communicating and Influencing: Effective communication skills, both verbal and written
- Cultural Sensitivity: Adaptable and sensitive to work in different cultural contexts
- Time Management: Ability to work under pressure and meet strict deadlines
- Leadership and Management: Leading by example, setting direction and supporting colleagues

Core organizational competencies

- Professionalism
- Accountability for results
- Integrity and leadership
- Teamwork
- Relationship building
- Communications
- Organisation and self-control

Language Requirement:

Excellent skills in English (writing and speaking)

How to Apply

Candidates should apply by sending the following:

- An updated Curriculum Vitae (mandatory)
- A cover letter (mandatory)
- Expected Remuneration (Gross)

If you believe that your credentials meet the outlined profile, we invite you to apply by emailing your application to hreastafrica@wetlands-eafrica.org not later than the **5th April, 2024** with the subject “Application for Regional Programme Manager”.

Only shortlisted candidates shall be contacted.