

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Critical Ecosystem Partnership Fund Regional Implementation Team Manager (CEPF RIT Team Leader)</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Africa Division</b>
<b>Location</b>	<b>Accra- Ghana</b>

**1. OVERALL PURPOSE OF JOB**

To manage the RIT and deliver BirdLife’s admin and programmatic contractual obligations to CEPF. With direct responsibility for program administration and finance management, and to coordinate the GUINEAN RIT team of program officers in the development and implementation of a coherent portfolio of CEPF-supported projects.

**2. WORK RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Head, West Africa Sub-Regional Office
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
<ul style="list-style-type: none"> <li>• Project Officers – <b>Guinean Forest of West Africa Biodiversity Hotspot</b></li> <li>• Small Grants Manager</li> </ul>
<b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> (Include nature of work relationship)
<ul style="list-style-type: none"> <li>• Other CEPF RIT managers with BirdLife Secretariat to share experiences and exploit synergies.</li> <li>• The Finance and Administration staff in the Africa Division and global Secretariat with regards to financial management of the RIT.</li> <li>• Programme Development Staff within the BirdLife Secretariat globally to coordinate fundraising efforts.</li> <li>• Communications staff at the BirdLife global Secretariat office for globally-standardised communications materials.</li> </ul>
<b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> (Include nature of work relationship)
<ul style="list-style-type: none"> <li>• The CEOs of BirdLife Partners within the RIT project countries to help in information dissemination.</li> <li>•</li> </ul>
<b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> (Include nature of work relationship)
<ul style="list-style-type: none"> <li>• Grant Directors at CEPF and the staff providing finance and administration backstopping at CI.</li> <li>• Other international organisations involved/interested in granting for conservation in the region</li> <li>• Development Partner agencies that could complement CEPF granting for conservation in the <b>Guinean Forest of West Africa Biodiversity Hotspot,</b></li> </ul>

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**3. KEY WORKING RELATIONSHIPS GRID**

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	3	General public	2	Policy makers (institutional /politicians/ corporations)	2
BirdLife advisory groups, committees, reg. councils	1	Press & media	2	Funding organisations (institutions, foundations, corporations )	2
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	2
Suppliers/service providers	2	Scientific community	2	VIPs/ royalty/ high worth individuals	1
<p><b>Level of Contact</b></p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.</p> <p>3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

<p>By main work area:</p> <p><b>Overall management and coordination of the BirdLife/CEPF Regional Implementation Team for the GUINEAN (RIT)[overseeing CEPF investment in the Hotspot</b></p> <ol style="list-style-type: none"> <li>1. Overall management of the CEPF RIT team</li> <li>2. Develop and manage the implementation of detailed annual project work plans;</li> <li>3. Manage the purchase of project equipment.</li> </ol> <p><b>Overall RIT program budget administration and finance management</b></p> <ol style="list-style-type: none"> <li>4. Develop, manage and monitor budgets for the project;</li> <li>5. Support and lead on alignment with other donors in the region and securing of co-financing with the rest of the team;</li> <li>6. Develop and implement project administrative procedures;</li> <li>7. Develop and implement project finance management procedures (to comply with both BirdLife and CEPF requirements);</li> <li>8. Oversee internal and external audits compliant with CEPF requirements in conjunction with BirdLife finance team;</li> <li>9. Authorising payments and securing confirmation of receipts.</li> </ol> <p><b>Delivery of BirdLife’s contractual obligations to CEPF</b></p> <ol style="list-style-type: none"> <li>10. Approve projects accounts and financial reports before they are submitted to BirdLife and CEPF</li> <li>11. Prepare programmatic project reports to CEPF</li> <li>12. Ensure financial reporting is integrated into the overall financial reporting of BirdLife International.</li> </ol>
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### **Administration of large-grants**

13. Manage review of LOIs in relation to CEPF finance and administrative procedures and alignment with CEPF investment strategy;
14. Oversee application and monitoring of CEPF social and environmental safeguards by grantees
15. Ensure external review of all eligible LOI from BirdLife partner organizations or with potential conflict of interest.
16. Handle contracting and disbursement of small grants;
17. Manage the review of grantees' financial and technical reports.

### **Administration of small grants (CEPF Small Grant Mechanism)**

18. Support the Small Grants Manager to manage the small grant mechanism
19. Manage review of LOIs in relation to CEPF investment strategy, finance and administrative procedures
20. Implement and ensure compliance with project administrative procedures;
21. Implement and ensure compliance with project finance management procedures (to comply with both BirdLife and CEPF requirements);
22. Monitor budgets for the small grants;
23. Authorising small grant contracts
24. Authorising payments

### **Coordination of fundraising and synergies**

25. Promote CEPF as a funding mechanism and support and lead in alignment with other donors and the securing of co-financing (with support from the RIT)
26. Proactively identify potential donors, initiatives and partners
27. Coordinate with RIT members in the regions to network and meet with potential donors and partners
28. Coordinate the creation of project proposals through RIT members and external consultants
29. Support where appropriate the writing of project proposals to secure funding
30. Manage the relationships with any successful donors or partners, with support from Project Officers and CEPF where relevant
31. Lead and/or support the RIT/CEPF on the reporting and implementation of successful funding proposals

### **Promote stakeholder engagement in Ghana, Togo and Benin**

32. Act as the RIT Focal person for Ghana, Togo and Benin
33. Provide project implementers with technical support and build their institutional capacities

### **Coordinate the development of a coherent portfolio of CEPF-supported projects**

34. Initiate and coordinate calls for proposals with Project Officers and Grant Director;
35. Coordinate the expert/technical review and strategic evaluation of proposals with Project Officers;
36. Provide recommendations to the CEPF Secretariat on the funding of large projects, and responding to any issues arising;
37. Provide recommendations to the Project Officers on the funding of small grant projects

### **Coordinate the implementation, evaluation and monitoring of a coherent portfolio of CEPF-supported projects**

38. Ensure application of CEPF social and environmental safeguards by grantees;
39. Coordinate monitoring of CEPF-funded projects;
  - a. Support and provide technical input into mid-term and end-of-project evaluations.

## **5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

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<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Up to GBP 25,000 on approved project budgets.
<b>Contracts – Funders</b>	Up to GBP 25,000
<b>Contracts – Staff/Consultants</b>	Consultants on approved projects whose fees do not exceed USD 5,000
<b>Contracts – Service providers</b>	Procurements of stationery, equipment and services not exceeding USD 1,000 according to approved projects.
<b>Legal Responsibility</b>	None
<b>Other</b>	None

**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Master's degree level
<b>Job Specific Education/Qualification</b>	Environment management, or Development studies
<b>Job Specific Knowledge</b>	Project management Organisational development and management Fundraising Working in Africa, different countries
<b>Experience</b>	Over 10 years in NGO work, at least five at senior management level
<b>Management &amp; organisational skills</b>	Senior level management, strategic management
<b>Communications skills</b>	Ability to promote BirdLife to senior level stakeholders in government, private sector and civil society. Ability to write professional articles and give presentations to international audiences.
<b>Analytical Skills</b>	Ability to look at the strategic and operational dimensions of issues and plan accordingly.
<b>Creativity &amp; Initiative</b>	Ability to generate new ways of doing things, and in the process enhancing the quality of products and efficiency in the use of resources.
<b>Computer Literacy</b>	Word processing, presentations, spreadsheets and database management
<b>Languages</b>	English, French and possibly Portuguese and Spanish
<b>Travel requirements</b>	Frequent travel, up to 10 weeks per year
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

<b>Prepared by:</b>	<b>Date:</b>
Thandiwe Chikomo	27/11/2017

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