

WASAFIRI

Terms of Reference

Head - Africa Conflict Programme Nairobi – Kenya

Salary & Package: £70k-85k GBP depending on experience

WHO WE ARE

Wasafiri is a global think-tank and consultancy dedicated to helping leaders and organisations tackle our toughest challenges. Established in 2010 by a group of Australian, British, Zambian and Rwandan development professionals, we are driven by the opportunity to help people and institutions build a more effective response to a broad range of complex problems such as conflict, inequality, extremism, and economic development.

We are specialists in working in complex environments, and our services form vital components of longer change processes and programmes. We act as trusted advisers, facilitators and managers in roles spanning single interventions or multi-year partnerships, providing the following services;

- **Strategy:** Research, planning and advisory support
- **Management:** Project design and management services
- **Learning:** Monitoring, evaluation, training and coaching

We operate from offices in the UK, Kenya and the USA, and are currently delivering work in over 10 countries, with clients from across the public and private sectors.

ABOUT THE ROLE

The people of Wasafiri are brought together for their adventurous spirit, understanding of complex problems and track record of delivering change. We share a relentless optimism for Africa's future, a hunger to move from dialogue to action, and a desire for excellence.

We are in search of a brilliant and professional person able to lead our Africa Conflict Programme. This person will be responsible for driving our portfolio of conflict-related projects forward, generating new opportunities, supporting high quality service delivery, and strengthening our network of outstanding consultants and partners. Furthermore, they will help drive Wasafiri's thought leadership by building upon our practice of navigating complex problems to help our clients more effectively tackle issues such as conflict, extremism and instability.

In particular we feel this is an outstanding role for candidates with the following backgrounds;

- **Institutional:** United Nations, International NGOs or established development consultancies.
- **Technical:** Conflict, community security, governance, stabilisation, countering violent extremism.
- **Geographic:** East / Horn of Africa, Central Africa.

PROJECT DESIGN & MANAGEMENT (APPROX 60%)

The value we add is directly dependent upon how well we design and manage projects for our clients. Every Wasafiri project is led by a Team Leader, and overseen by a Project Director. It is anticipated that the Head of our Africa Conflict Programme will serve as Project Director (PD) and / or Team Leader (TL) for multiple projects within the portfolio. Key responsibilities in these roles are likely to include:

1. **Strategic project leadership** – The PD will provide strategic oversight and direction to Wasafiri’s engagements, ensuring our contributions are best placed to respond to the client’s needs and ultimately to effect meaningful change.
2. **Strong client and institutional management** – The PD serves as Wasafiri’s key link with our client, ensuring a strong relationship and institutional oversight for overall project quality and delivery.
3. **Technical direction** – The PD will be well placed to provide technical direction and coaching support to the Team Leader and wider project team, helping where necessary with all aspects of project delivery.
4. **Robust project and financial management** – The PD and Team Leader work together to oversee and coordinate the project, ensuring sound management of the workplan, finances, operations, risk and quality to deliver high quality outputs.
5. **People and performance management** – The PD and TL work together to establish and support a brilliant project team comprising a tailored team of consultants and specialists. Successful project delivery depends upon ensuring strong performance and relationship management at the heart of every team.

PROGRAMME DEVELOPMENT (APPROX 30%)

We are committed to expanding our support to organisations tackling complex problems associated with conflict, instability and violent extremism. Reporting to Wasafiri’s Managing Director, the Head of our Africa Conflict Programme will lead and coordinate the identification of and response to new opportunities for expanding the portfolio of work where we believe we can make a meaningful difference for our clients.

1. **Identifying new strategic opportunities** – The Head of our Africa Conflict Programme will lead the identification of new business opportunities which add value to our portfolio, and in which Wasafiri can make a meaningful contribution to important and complex issues relating to conflict and instability. This may include expanding and deepening our networks, applying learning across portfolios, developing market profiles.
2. **Leading and coordinating proposal development** – The Head of our Africa Conflict Programme will oversee Wasafiri’s efforts to develop high quality responses to new opportunities. These responsibilities are likely to include:
 - Working with clients to design projects
 - Coordinating the proposal development process
 - Establishing a high-quality delivery team
 - Developing the financial structure
 - Writing and presenting concepts and proposals
3. **Deepening our capacity as specialists in this area** – The Head of our Africa Conflict Programme will be responsible for ensuring Wasafiri’s technical capacity in the areas of Conflict, Stabilisation and Extremism are of the highest standards in relation to our core services of strategy, management and learning.

OTHER RESPONSIBILITIES (APPROX 10%)

We are a fast-growing think tank and consultancy, with an expanding portfolio of impactful work being delivered across the continent. As such, no single Terms of Reference can adequately cover the extent of possible responsibilities required of our staff members. We therefore place a premium on the flexibility of staff to proactively seek areas beyond their Terms of Reference to contribute to our growth and community. These might include;

1. **Contributing to developing our practice around tackling complex problems** – Wasafiri is committed to deeply learning about how change happens within complex systems and problems. The Head of our Africa Conflict Programme will play an important role in contributing to our ongoing journey to deepen our thinking, practice and proposition.

WHO WE ARE LOOKING FOR

ESSENTIAL PROFESSIONAL SKILLS AND EXPERIENCE

- **Strong and relevant technical experience** – The candidate must be able to demonstrate strong technical skills relating to at least some of the following areas; research, strategic planning, project design and management in at least some of the following fields; conflict, community security, governance, stabilisation or extremism.
- **Excellent programme management experience** – The candidate will have a proven track record of managing complex programmes, projects and initiatives, particularly in regions affected by conflict and insecurity, and demonstrate strong experience with all aspects of effective project management, including related systems, risk and budget management.
- **Proven business and network development record** – The candidate will be able to demonstrate a strong track record of identifying and securing new opportunities in fields related to conflict, stabilisation and extremism. Underpinning this, the candidate will be able to bring a strong and established network in the field, and articulate how this will be strengthened.
- **Outstanding team and people management skills** – The candidate will be able to demonstrate their experience in working effectively with staff, consultants and institutional partners at all levels and in multinational teams. They will be able to highlight their experience with the technical processes required for attracting, recruiting, retaining and developing outstanding people, as well as demonstrate strong skills of coaching, mentoring, developing and managing people.
- **Excellent relationship and communication skills** – Along with outstanding relationship management skills, the role requires excellent written, oral and presentational skills as a pre-requisite.

DESIRABLE EXPERIENCE

- **Commercial consulting experience** - Ideally, the candidate will have had experience working within or with a commercial consultancy based organisation.
- **Living and working in East Africa** – Ideally with the right to live and work in Kenya.

STYLE AND APPROACH

- **Excited to be in an entrepreneurial, start-up environment** - This means a willingness to be flexible in the role, do what it takes to get the job done; comfortable negotiating with senior clients, and willing to, when needed, get stuck in with basic tasks.
- **Proactivity and autonomy** - Wasafiri has a culture that values collaboration, relationships and high-quality delivery. As part of the management team, the role requires a collaborative style, someone willing to be challenged by anyone in the organisation, able to provide coaching and hold people to account. The Head of our Africa Conflict Programme will be comfortable in an agile organisational environment not driven by hierarchy.
- **Focused on client needs** – The Head of our Africa Conflict Programme will be comfortable working directly with clients across all levels of seniority, curious to understand their issues and willing to challenge them to help create the best possible solutions. The successful candidate will be an ambassador for Wasafiri able to represent the organisations in different forums and with a wide variety of organisations.
- **A curiosity about Wasafiri's complexity-based practice** - and a willingness to invest in and be a champion of Wasafiri's approach to delivering change in complex systems- including providing thought leadership and practice support to the Wasafiri team and consultants with whom you work

FURTHER INFORMATION

Location

The role is full-time based in Nairobi. Wasafiri also has offices in Brighton, UK. Some regional travel may be required, primarily across the East African region.

Compensation & Benefits

The position comes with an attractive compensation package based on skills and experience. This will be a permanent position, with 3-month trial period and then annual review process to ensure performance and remuneration is acceptable to both parties. Based on the above, we anticipate a salary package worth between £70-85,000 GBP.

Recruitment Process

Submission: To apply for the post, please send your CV and completed Application Form to Wasafiri's Operations Director Hamish Wilson hamish@wasafiriconsulting.com. Please include references and provide a writing sample. Feel free to get in touch if you require more information about the role.

Note: Submissions without a completed Application Form will not be accepted.

Closing date for applications: **Wednesday 7th February**. We will be reviewing applications as they arrive and will appoint once a suitable candidate is identified, early applications preferred. Late applications may be considered.



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