Job Description

Senior Manager, Conflict and Governance Portfolio

Location: Nairobi, Kenya. Alternative locations in East Africa may be considered

Salary: To be discussed at interview stage. Dependent on experience.

Who we are

Wasafiri is a consultancy and institute helping leaders and organisations tackle some of the world’s toughest challenges. Established in 2010 by four African and Western development professionals, we are a vibrant and growing organisation motivated by the opportunity to help leaders and institutions build a more effective response to a broad range of complex problems such as food systems, youth entrepreneurship, inequality, and economic development. In 2018, Wasafiri developed ‘Systemcraft’ as our own approach to creating system level change in the face of complex problems. The people of Wasafiri are brought together for their adventurous spirit, understanding of complex problems and track record of delivering change.

About the Role

We are looking for a dynamic and engaging professional with a collaborative spirit capable of advancing our growing Conflict and Governance (C&G) Portfolio.

The purpose of the role is to generate new opportunities and lead implementation of projects with high quality service delivery in the C&G portfolio. The role will also contribute towards strategic planning and thought leadership to influence the sector. It will also strengthen our network of consultants and partners. Our desired profile includes some or all of the following:

* **Thematic:** Countering violent extremism, conflict dynamics, political economy, youth empowerment, governance systems.
* **Sectoral:** Cross-sector experience. Public-private collaboration. International donors, NGOs and development partners. Grassroots organisations, foundations. Host governments and multilateral institutions.
* **Geographic**: East Africa / Africa-wide.
* **Leadership:** experience leading and managing teams, ideally including remote consultant teams

The role will report to Wasafiri’s Portfolio Lead for Conflict and Governance.

PROJECT MANAGEMENT AND DELIVERY (APPROX 60%)

The value we add is directly dependent upon how well we design, manage and deliver projects for our clients. Every Wasafiri project is led by a Team Leader, and overseen by a Project Director. It is anticipated that this role will serve as a Project Director or Team Leader for projects within the portfolio, responsible for quality assurance, donor and partnership engagement and strategic direction. Key responsibilities in these roles includes:

1. **Project leadership:** Provide high quality project assurance, ensuring our contributions are best placed to effect meaningful change and respond to the client’s needs.
2. **Build strong client and institutional relationships:** Engage with clients and partners, to create powerful personal and institutional relationships for both project delivery and longer-term engagement.
3. **People and performance management:** Establish and lead project teams comprising specialist consultants and staff. Ensure strong performance and relationship management is at the heart of every team.
4. **Technical direction:** Provide technical direction, guidance on project design and coaching support to the wider project team, helping where necessary with all aspects of project delivery.
5. **Robust project and financial management:** Coordinate the project, ensuring sound management of the workplan, finances, operations, risk and quality to deliver high quality outputs.

BUSINESS DEVELOPMENT (APPROX 40%)

We wish to expand our support to organisations tackling complex problems, and the role has an important focus:

1. **Strategic opportunities:** Identify new business opportunities which add value to our portfolio, and in which Wasafiri can make a meaningful contribution to complex issues.
2. **Proposal development:** Lead and support proposal development processes. 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 for a successful project; and writing and presenting proposals.

Who we are looking for

ESSENTIAL

We are looking for the candidate to demonstrate a proven track record with the following essential professional skills and experience:

* **Excellent project management experience**: Managing complex projects and initiatives, particularly in Africa, including related to risk and budget management.
* **Proven business and network development record:** Identifying and securing new opportunities in fields related to the thematic and sectoral areas mentioned above. Underpinning this, the candidate will be able to bring an established network and articulate how this might be best used.
* **Strong and relevant technical experience**: Strong technical skills relating to the thematic areas mentioned above.
* **Proven team and people management skills**: Demonstrate their experience in managing and working effectively with staff, consultants and institutional partners at several levels and in internationally based teams.
* **Excellent interpersonal and communication skills**: Strong interpersonal skills, English written, oral and presentational skills with different audiences.
* **Living and working in East Africa**: The candidate must possess the right to live and work in Kenya.
* **Language skills:** English and Swahili is essential, additional languages such as French, Portuguese or Somali preferable.

STYLE AND APPROACH

The successful candidate that will thrive with the role in Wasafiri will be able to describe the following style and approach with how they work:

* **Excited to be in an entrepreneurial, start-up environment:** 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:** Values collaboration, relationships and high-quality delivery. The role requires a proactive and collaborative style, and an ability to work independently.
* **Focused on forging relationships**: Comfortable working directly with current and potential partners from international to grassroots levels, curious to work collaboratively with them to identify problems and find solutions; and capable of representing the organisations in different forums and with a wide variety of organisations.
* **A curiosity about Wasafiri’s complexity-based practice**: A willingness to invest in, and be a champion of, Wasafiri’s approach to delivering change in complex systems including supporting thought leadership within Wasafiri and with consultants.

FURTHER INFORMATION

**Location**

We plan for the role to be full-time and based in the Horn of Africa. Wasafiri currently has an office in Nairobi, with staff based in Nairobi and Mombasa. We are open to the candidate working from his/her preferred location within the Horn. Some travel will be required, dependent on Covid-19 restrictions. Wasafiri also has offices in Brighton, UK and Asheville, USA.

**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. Salary is negotiable based on experience.

**Recruitment Process**

Submission: To apply for the post, please complete the application form and submit a max 3-page CV. We will only be accepting completed applications; CVs alone will be discarded. Submit applications and questions to [opportunities@wasafirihub.com](mailto:opportunities@wasafirihub.com)

Closing date for applications: **Friday December 4th**. We will be reviewing applications as they arrive and will appoint one once a suitable candidate is identified, early applications preferred. Late applications may be considered.



**Africa**: Ikigai Compound, Westlands, Nairobi, Kenya

**Europe**: The Dock, Wilbury Villas, Brighton, BN3 6AH, United Kingdom

**Americas**: Collider, 1 Haywood St, Asheville, NC 28801, USA

**Telephone**: +44(0)1273 830335

**Web**: www.wasafiriconsulting.com