

The Embassy of Ireland in South Africa is seeking to recruit a highly motivated and experienced Regional Programme Manager to join its team to support the implementation of the Mission Strategy.

The goal of the Embassy strategy is to ensure that *'Ireland's values and interests are applied to optimise benefits for citizens of Ireland, South Africa, Zimbabwe and other countries of accreditation'*. A key outcome is the achievement of a **'Strengthened enabling environment in South Africa, Zimbabwe and regionally to promote inclusive development, gender equality and human rights'**.

The successful post-holder will manage and coordinate the implementation of Ireland's Human Security Programming in South Africa and Zimbabwe and the sub-region.

Interested candidates should forward (i) a cover letter for the position outlining their suitability and their interests in working for the Embassy of Ireland; (ii) a sample of written work (maximum 5 pages) and (iii) their most recent Curriculum Vitae with a list of references including current manager, to **Nokwazi Nhleko** nokwazi.nhleko@dfa.ie by **Friday 3rd February 2018**. Please note that only shortlisted candidates will be contacted. Should you not hear from us after a month please consider your application unsuccessful.

Candidates should submit information electronically to the above email address. *Please note any personal information submitted will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.*

The Irish Embassy in South Africa is an equal opportunities employer.

Job Description Regional Manager Embassy of Ireland, Pretoria

Introduction

Irish Aid is the Irish government's programme for overseas development and is an integral part of Ireland's foreign policy. The Embassy of Ireland in Pretoria manages the Irish Aid Programme in South Africa, Zimbabwe and other countries of accreditation.

The programme is guided by five year Mission Strategies. The Embassy is currently at the start of a new five year strategy (2017-2021). The strategy has as its goal that *'Ireland's values and interests are applied to optimise benefits for citizens of Ireland, South Africa, Zimbabwe and other countries of accreditation'*. Of particular relevance to this position is the outcome of a **'Strengthened enabling environment in South Africa, Zimbabwe and regionally to promote inclusive development, gender equality and human rights'**. The Embassy is now seeking to recruit a highly motivated and experienced Regional Programme Manager to join its team.

Role Profile

The successful candidate will be a member of the Embassy's Development Team and report to the Head of Development. The focus of this role is to inform and implement policies and programmes relating to human security and humanitarian crisis in the sub-region, and to ensure that these components are included in the delivery of Ireland's whole-of-Embassy outputs:

- Opposition to Gender Based Violence and support for GBV survivors strengthened
- Civil Society's capacity to promote good governance and human rights improved
- Innovative health and disability programmes for women and children
- Educational linkages, networks and cooperation increased
- Policy and practice focused evidence on regional conflict and humanitarian crises

This role also includes support to the consular, trade and diplomatic outputs in the Embassy strategy.

Key Performance Areas

1. Programme and grant management, monitoring, risk management, administration and reporting

Manage Ireland's Human Security programming in South Africa and Zimbabwe and the sub-region, and implement Ireland's development policies and systems across all programme interventions and related activities:

- Ensure that sound sustainable development and climate sustainability focus informs programme design and management, and identify strategic actions to be undertaken to improve the quality of programme implementation.
- Engage with and manage/monitor programme and linked stakeholders, building their understanding of Ireland's goals and values, and demonstrating the alignment with partner goals and values.
- In line with the Grant Management Guidelines, provide oversight and engagement with partners in receipt of Irish Aid funds.
- Undertake monitoring and organisational assessment visits to ensure programmes – activities and expenditure – implemented as per agreements. Ensure partner compliance with results reporting.
- Manage and report variances in programme and financial matters and programme audits.
- Monitor, research and analyse the progress and impact of all related programmes activities within the sector and related sectors, assessing programme information and ensuring regular and adequate context analyses to guide programme interventions, reviews and re-programming.
- Manage and maintain all administrative systems relating to programme and sub-programme interventions

Compile, edit and submit programme reports as required by the various grant agreements, and ensuring that achieved results and challenges are highlighted, and risk and mitigation actions explained.

2. Advocacy and representation

- Contribute to sector debates and provide an analysis of current contextual developments and sector policy debates and developments in countries in the region and in regional bodies including SADC; and provide briefings and briefing papers to inform HQ, Embassy staff, consultants and other relevant stakeholders as required to ensure programme continuity and enhancement
- Analyse reports pertinent to the sub-region and its countries from all relevant national and international monitoring bodies and support beneficiary partners to utilise this information. Distil and document lessons for policy dialogue, public advocacy and future programming and organise dissemination of learning within the Embassy team and with partners

- Represent the Embassy and its interests and values at partner meetings or other relevant fora, and participate in policy dialogues, with a particular focus on promoting long term view among all partners on prevention and addressing root causes, increasing political diplomacy for prevention and conflict resolution, and bringing humanitarian, development and peace building efforts together Maintain strong links with international, regional and national networks on human security
- Facilitate through partners, the provision of top quality policy advice and services to the Embassy and other Irish Embassies in the region and HQ to inform Ireland's policies in relation to Sustainable Development Goals implementation, human security and humanitarian crises in the region.

3. Civil society engagement and capacity enhancement

- Establish and maintain a map of relevant civil society organisations, assessing strengths and weaknesses and potentials for engagement/partnerships
- Facilitate through partners the creation of synergies between national and local responses as part of programme development, and where required, provide capacity building.
- Liaise with relevant sector stakeholders, including civil society organisations, networks and NGOs working in the humanitarian, development and peace building nexus

4. Contribution to Whole of Embassy Strategic Planning and Implementation

- Provide strategic input and advice on human security developments in the region across the work of the Embassy and work within teams to ensure that these developments are understood and taken account of where relevant.
- Provide accurate financial information to inform strategy review.
- Contribute to the development of annual business plans and budgets to effectively implement and review strategy.
- Participate in cross-embassy teams.

5. Communications and teamwork

Provide strong technical support to the Development and wider Embassy teams and maintain active participation in HQ, regional and other relevant structures, networks and alliances:

- Act as a focal point building linkages between the human security programme's strategic partners, the Embassy, other Irish Embassies in the region and HQ.
- Collect, collate and share up-to-date information on sector trends, challenges and successes to inform programme planning, implementation and impact
- Undertake and report on information sharing activities with strategic partners, and external national and international stakeholders as required
- Maintain links with other funding agencies and partner forums to share analysis and identify potential areas for collaboration, sharing the experiences of best practice to relevant intervention programmes
- Organise logistics for visits from HQ and other missions as required
- Work with public diplomacy and communications team providing input and material for public diplomacy efforts
- Participate in Embassy programme staff meetings and undertake delegated roles and responsibilities
- Report to line management as required
- Participate constructively in performance review processes

6. Other

- Carry out any additional responsibilities that may be assigned by the Head of Development from time to time;
- Assist with Embassy briefs and preparation of high level/HQ visits, including field trips as required.

Qualifications, skills and experience:

Essential:

- A degree in one of the following disciplines: social science, politics, security studies, conflict resolution, economics, governance, community development, management, or law.
- A minimum of 8 -10 years' development related experience in Southern Africa
- A proven track record in grant management and policy development work within a development context, and in relation to the Sustainable Development Goals.
- Proven programme management, planning and monitoring skills.
- Excellent written and oral communication skills (including computer literacy).
- Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.
- Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and planning.
- Strong development-focused statistical data capacity and a track record on development of sustainability indicators and monitoring

Desirable:

- Master's degree in a related field.
- Experience of working for a bilateral donor
- Demonstrated capacity in policy development and influencing.

Terms and Conditions

- **Contract:** This position will be offered on a three-year renewable basis. A six month probationary period will apply.
- **Working hours:** Full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Regular travel is required.
- **Salary Scale:** SA Rand 42,000 per month (the position will be offered at the starting point on the scale).
- **Benefits:** Medical Aid.
- **Primary work location:** Embassy of Ireland, Pretoria.
- **Start date:** 1st March 2018.
- **Annual leave:** 21 days
- **Performance Management:** The Embassy of Ireland operates a Performance Management Development System (PMDS) based on the system of the Irish Civil Service. Staff agree with their line manager goals, key tasks and targets aligned to an Annual Business Plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed professional development and training.