



# Rift Valley Institute

## Job Description

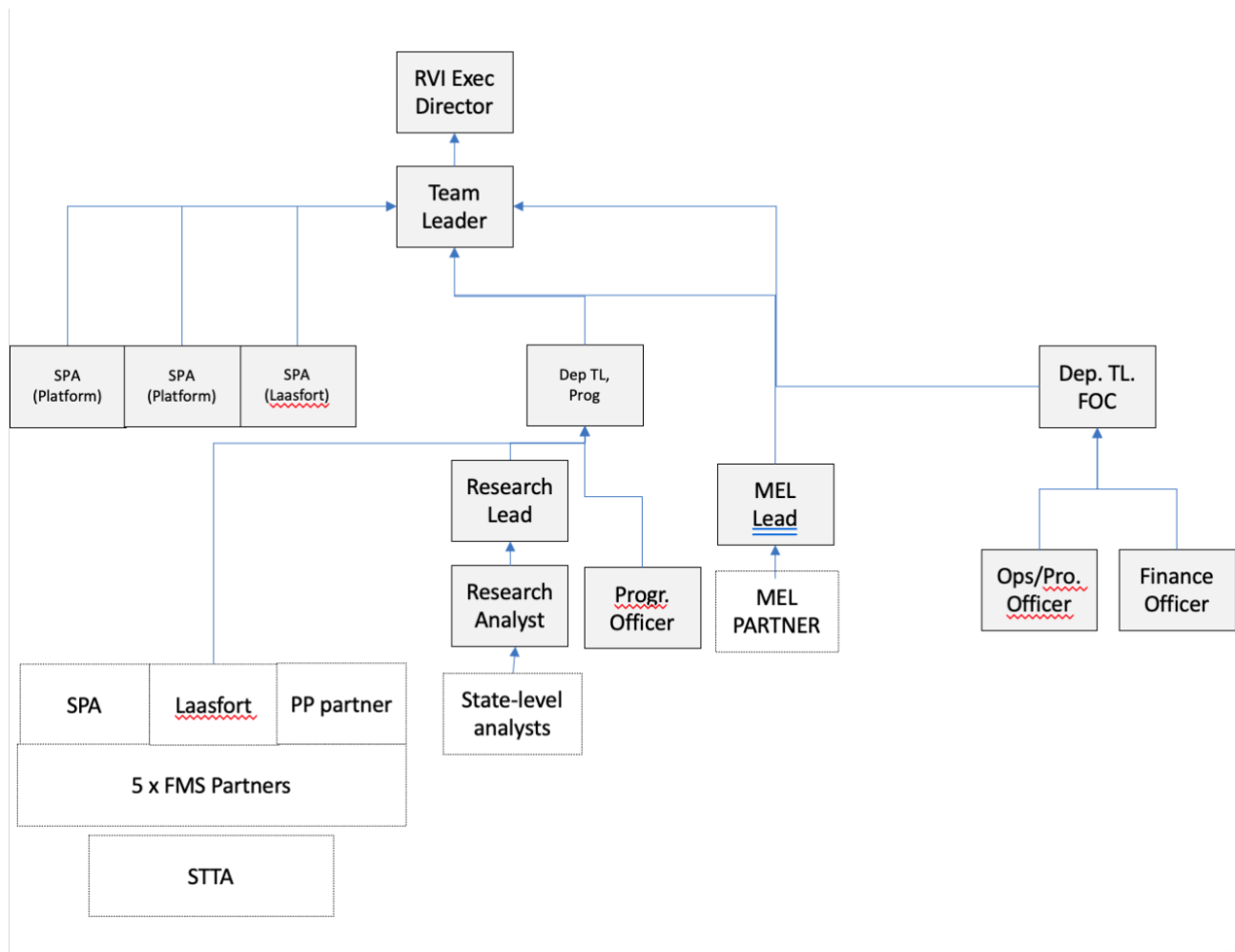
### Team Leader - Somali Dialogue Platform

**Job Title:** Team Leader, Somali Dialogue Platform

**Location:** Nairobi with travel to Somalia and other parts of the region.

**Employment type:** Full-time, **Fixed Term** (to 1 September 2024)

**Reporting Structure:** Reports to the Executive Director. The Team Leader leads a team of 11 staff, and manages some partners and consultants as required.



### Key Working Relationships

- Reports to the RVI Executive Director.
- Acts as the focal point for the programme and reports to the RVI Executive Management Team.
- Represents the Platform to Somali stakeholders and leaders.

- Acts as the focal point for current and prospective donor partners.
- Participates in and works with the SSFIII Joint Donor Committee and SSFIII Leadership Team.
- Actively engages with other international organisations in the inclusive politics sector in Somalia.
- Cultivates relationships with Somali civil society organisations and partners.
- Manages the Deputy Team Leader - Programme (DTL-P) and Deputy Team Leader - Finance Operations and Compliance (DTL-FOC), and MEL partner.
- Collaborates with RVI Finance and Administration on programme management matters.
- Collaborates with the RVI Forum team on an RVI events calendar.
- Communicates with other RVI staff working on Somalia to ensure a complementary set of activities and coherent strategy for the country.
- Collaborates with the Publications Manager on all products published by the project.

### **Scope of the role**

- Provides the strategic leadership and management of the Somali Dialogue Platform.
- Manages a team of full-time staff plus consultants and partners.
- Acts as the focal point for decision-making around programme design and implementation.
- Consults with RVI leadership on the long-term development of the programme, strategic decisions relating to the programme, organisational and programme policy, and high-risk decisions with significant impact on RVI.
- Represents the Platform in the SSFIII Leadership Team.

### **Responsibility for resources**

- The Team Leader is the budget holder for the Somali Dialogue Platform - a multi donor, multi-year budget of £2-3m per annum.

### **Job Purpose**

The purpose of the Team Leader's position is to lead and oversee the delivery, management and development of the Somali Dialogue Platform, an autonomous component of the Somali Stability Fund (SSFIII) programme, ensuring that it defines and achieves its objectives in a way that is aligned with RVI's core principles and policies and supports the strategic development of the organisation. The Team Leader is expected to develop the Platform through multiple iterations of change and growth, managing the integration of the programme with RVI strategically and operationally, ensuring sustainability and the capacity to deliver against its core objectives.

### **KEY RESPONSIBILITIES**

#### **Programme strategy, design and oversight (20%)**

- Design and lead the development of the Platform and its portfolio of work, overseeing design and adaptation processes between Platform staff, consultants, partners, donors and other RVI staff and the EMT.

- Act as the key focal point for decision-making around the programme in pursuit of meaningful dialogue on contentious political settlement issues, including through chairing the weekly Platform Leadership Team (PLT) meeting.
- Review and approve the Platform workplan and support the DTL-P in conceptualisation, work-planning, implementation and adaptation of outputs, ensuring these are based on the programme’s theory of change and fundamental principles, and the latest academic and practitioner concepts, and support the delivery of the programme’s strategic objectives.
- Review and approve Platform analytical outputs, ensuring their quality and relevance, in coordination with RVI Publications Manager.
- Monitor and aggregate political analysis at the Platform, including chairing the weekly political team meeting, in order to inform programme strategy and design, brief EMT on political and reputational risk, and support international community policy development.
- Attend and contribute to high level policy and research dissemination events and processes with Somali and other stakeholders.
- Develop effective partnerships with organisations and individuals that support the delivery of Platform’s objectives.

#### **Donor relations and governance (25%)**

- Act as RVI’s focal point for communication and engagement with SSFIII/Platform donors via SSF’s Joint Donor Committee (JDC), ensuring that the Platform’s donors maintain confidence in the Platform’s approach and management.
- Manage relations with the SSFIII Fund Manager, ensuring the Platform’s role within SSFIII remains relevant and aligned, and ensures continued funding to deliver the programme objectives.
- As a member of the senior leadership team of SSFIII, actively participate in relevant meetings, decisions and processes to inform the overall strategic direction of the fund.
- Ensure high standard and accurate narrative and financial reports are delivered to the donor on time.

#### **Programme and financial management and accountability (10%)**

- Lead and manage the Platform team, ensuring the set-up of appropriate governance, decision-making and internal communications structures.
- Ensure the Platform team maintains a clear understanding of their roles and responsibilities, and work together effectively to deliver on the programme’s shared objectives.
- Develop and oversee the development of Platform policies for programme management.
- Support and oversee the Platform’s Monitoring, Evaluation and Learning approach, ensuring systematic collection, analysis, and reporting of data, enabling an adaptive and learning-based approach.
- With ultimate responsibility for the overall resource management of SDP, supports and oversees the work of DTLFOC in ensuring robust financial management (including tracking and ensuring value for money) compliance, procurement, operations, security procedures and risk management.

#### **Staff management and capacity-building (10%)**

- Oversee overall performance management within the team.
- Support and mentor platform staff in the delivery of their work, through performance management and regular feedback meetings, and support opportunities for personal and professional growth and skills development.

**Other Partnerships and external relations (15%)**

- Represent the Platform to Somali counterparts, donors and others through bilateral meetings and participation in Platform events.
- Maintain and develop strong relationships with other international organisations in Somalia, ensuring coordination and collaboration in order to maximise the impact of the Platform’s activities.

**Responsibilities to RVI (20%)**

- Lead the development and assessment of the Platform’s business case at RVI, establishing and maintaining an analytical framework for developing the Platform sustainably in collaboration with EMT, managing process of consultation between RVI staff and Platform team members.
- Inform organisational strategic decision-making and processes of policy and system change around the Platform to ensure maintenance of the business-case at RVI.
- Undertake regular reviews of the Platform to learn lessons and inform RVI’s management of risk, opportunities, and progress.
- Participate in all RVI wide meetings including Managers and All Staff meetings, mid-term reviews and annual planning meetings as well as monthly reviews with the RVI EMT on progress, challenges and risks around the Platform.
- Ensure other Platform staff also participate and contribute to RVI wide meetings and processes, when relevant.
- Ensure the Platform’s operation is aligned with RVI’s core principles and policies and supports the strategic development of the organisation.
- Ensure all platform staff and consultants adhere to organisational codes of conduct and safeguarding policies.
- Ensure coherence with other RVI activities in Somalia and Somaliland, and annual planning, reporting and monitoring, evaluation and learning processes.
- Represent RVI and its programmes in public fora in the Somali regions, as required.
- Ensure Platform contacts and calendars and kept up to date and platform documents are appropriately filed in RVI’s online storage system.

The responsibilities of the role may change over time which require changes to the job description. Any proposed changes will be discussed in advance.

**PERSON SPECIFICATION****Values**

- Commitment to RVI’s values, vision, aims and ways of working.

**Knowledge and Qualifications**

- A Master’s degree in relevant field (political science, development studies, social science, anthropology).
- In-depth knowledge and understanding of Somali political dynamics (as well as society, culture and economy), and broader regional and international dynamics.
- Excellent knowledge of concepts related to political settlement, election design and implementation, constitutional reform, security architecture, fiscal governance, gender and political participation, and federal arrangements.
- Knowledge and understanding of peacebuilding, mediation, dialogue, negotiation, and civic engagement approaches.

- In-depth understanding of international engagement and policy landscape in Somalia.

**Experience**

- Significant experience in designing, developing and implementing complex peacebuilding projects and programmes in fragile contexts (ideally Somalia), and/or supporting political, peace-making and post conflict state building.
- Experience designing, delivering and writing research projects for a range of decision-makers.
- Significant leadership experience, setting-up and managing large and diverse teams, establishing ways of working and management systems and developing effective organisational cultures.
- Significant experience in programme management, including MEAL systems, financial management for large multi-donor, multi-year programmes, risk management, travel, logistics and security.
- Significant experience in managing complex relations and high level representation with a range of stakeholders, including social and institutional actors, governments and international agencies.
- Significant experience managing and developing donor relations.

**Skills and Abilities**

- Strategic and adaptative thinking
- Excellent project management and planning skills
- Excellent written and verbal communication skills, able to represent analyses on complex and fraught issues to a range of senior Somali and international stakeholders
- Excellent facilitation and negotiation skills
- Social science research methods

**Signature:** \_\_\_\_\_ **(job holder)**

**Signature:** \_\_\_\_\_ **(line manager)**

**Date:** \_\_\_\_\_