



**Rift Valley Institute**  
**Job Description**  
**Head of Ethiopia Office**

**Job Title:** Head of Ethiopia Office

**Location:** The role is based in Addis Ababa, Ethiopia with travel within Ethiopia, and occasional travel to Kenya and other RVI offices.

**Employment type:** Full time permanent contract.

**Reporting Structure:**

- Reports to the RVI Head of Programmes
- Consults with the Executive Director, the Head of Finance and Head of Organisational Development on organisational strategy, policies and practices.
- Manages staff and consultants employed by RVI in Ethiopia.



**KEY WORKING RELATIONSHIPS**

- Works closely with the Head of Programmes delivering RVI’s strategy in Ethiopia and the Horn of Africa region.
- Interacts regularly with the Executive Director and Heads of Finance and Organisational Development on strategic, financial, human resource and operational matters.
- Coordinates the Peace Research Facility (PRF) project and manages the team members working under the project.
- Collaborates with RVI Finance and Administration team to ensure RVI Ethiopia office’s finances are effectively managed in accordance with RVI’s policies, and the requirements of donors and national statutory laws.

- Is a member of the RVI Management Team and collaborates with other RVI Managers to ensure RVI’s activities in the country are aligned to the organisation’s development strategies.
- Collaborates with the Publications Manager and Communications Team on all publications produced on Ethiopia and other relevant projects and their dissemination.
- Engages and represents RVI externally with the government, donors, partners, and other relevant actors in pursuit of advancing RVI’s strategy in the country.
- Engages with RVI transregional programmes and partners beyond Ethiopia.
- Leads the RVI Ethiopia teams.
- Develops and maintains positive working relationship with prospective and current donors and partners supporting RVI’s work in Ethiopia.

## **SCOPE OF THE ROLE**

- Represents RVI in Ethiopia and has delegated authority and responsibility on certain statutory matters related to RVI’s work in Ethiopia.
- Manages relations with donors, consultants, and institutional partners in Ethiopia.
- Is accountable for ensuring RVI complies with legal, operational, and financial regulations in Ethiopia that apply to Civil Society Organisations
- Oversees and is accountable for the efficient and effective administration of RVI’s office and operations.
- Is responsible for duty of care and the security and safety of RVI staff and consultants employed by RVI in Ethiopia.
- Manages the performance of RVI staff in Ethiopia and supports their professional development.
- Manages a functional office that meets the needs of the Institute in Ethiopia.
- Oversees and has overall responsibility for managing RVI’s programmes and projects in Ethiopia, including the PRF, and is accountable to donors, partners and researchers and for ensuring the quality of project outputs and for timely and efficient programmatic and financial reporting.
- Represents RVI in relevant government, non-government and donor forums in liaison with the Head of Programmes and the Executive Director.
- Has overall responsibility for the design and implementation of all RVI projects in Ethiopia and for managing project staff.
- Supports the advancement of RVI’s strategy and programmes by developing new projects and raising funds in Ethiopia, in consultation with the Head of Programmes, the Executive Director and other RVI staff.
- Contributes to organisational leadership and decision-making as a member of the Management Team and collaborates with Executive Management Team on relevant issues.
- Participates and actively contributes to organisational planning, review and reporting activities, and undertakes cross-organisational responsibilities as requested.
- Keeps abreast of the social, economic, political and security context of the country and updates the EMT regularly to ensure informed organisational decisions at all times.

### **Responsibility for resources:**

- Has financial oversight for all RVI projects in Ethiopia with responsibility for the management of all secured grants, while developing new funding streams for the long-term sustainability of RVI in Ethiopia
- Ensures the quality and timely production and submission of all internal and external project narrative and financial reports to RVI and donors and statutory reports to the relevant government offices.
- Manages the RVI Ethiopia office staff and consultants.
- Responsible for safely managing knowledge resources (contacts and documents) on behalf of RVI.
- Custodian of all RVI financial and material assets in the RVI Ethiopia office as well as RVI's Bank Accounts.

### **JOB PURPOSE**

The Head of Ethiopia Office (HEO) leads the development, management and implementation of all projects in Ethiopia, that support the delivery of RVI's development strategy, including its commitment to original and ethical research, its support for African researchers and voices, and access to public information. The HEO ensures that RVI's programmes in Ethiopia grow in a way that enhances the quality of the Institute's work and its influence, through application of sound management practices. The HEO deploys the resources of the Institute in a way that maintains RVI's reputation for excellence and reliability as a partner in development and ensures the safety and security of staff and assets.

### **KEY RESPONSIBILITIES**

#### **Programme Development and Delivery (40%)**

- In collaboration with RVI colleagues, identify areas where RVI's distinct competencies in research, education and public information can further the aims of the Institute to contribute towards positive changes in Ethiopia.
- Work with RVI's Head of Programmes, the executive leadership and Managers on the development, direction and coherence of RVI's programme in Ethiopia.
- Develop a programme in Ethiopia that support RVI's development strategy, through processes of consultation, analysis and design. Ensure this is aligned with RVI's Development Strategy, core principles and policies, and is captured in RVI annual planning, reporting and monitoring, evaluation and learning processes.
- Work with RVI colleagues to create internal collaborations, synergies and joint activities among projects and partners, including across the wider Horn of Africa region.
- Overall responsible for the effective management of all RVI projects in Ethiopia, including the PRF, in order to deliver committed outputs and outcomes in line with donor agreements.
- Draft funding proposals, in-line with RVI's systems and standards and donor requirements.
- Lead, manage, support and build relations with consultants, ensuring they have a clear understanding of their roles and responsibilities in relation to their work.

- Work with research consultants to design research projects, methodological approaches, research outputs and their dissemination. The latter includes conceiving, convening and occasionally facilitating public and private events that report on the work of RVI.
- Develop RVI's network of partnerships and researchers in Ethiopia.
- Provide management oversight and accountability for budgets of projects implemented in Ethiopia.
- Ensure information resources (contacts, calendars, documents and databases) are kept up to date and project documents are appropriately and securely filed in RVI's online storage system.
- Support the development of areas of organisational practice (such as Monitoring, Evaluation and Learning systems).

### **Partnerships and Public Relations (10%)**

- Represent RVI in meetings with donors, governments, and international organisations and institutions in Ethiopia.
- Is RVI's primary focal point for communication and engagement with donors on all projects in Ethiopia, including the PRF, ensuring that they maintain support and confidence in RVI's approach and management.
- Develop RVI's network of contacts and relationships with organisations and individuals in the country and elsewhere in the region, ensuring coordination and collaboration where possible, to maximise impact and influence, in ways that further the aims of the Institute.
- Promote RVI and raise its profile by participating in public events, seminars, conferences and official functions.
- Engage directly with donors to maintain and develop regular sources of funding.
- Contribute to RVI's database of contacts including partners, donors and institutions of relevance.

### **Education and Training and Public Information (10%)**

- Work with the RVI Education Manager in the organisation of RVI courses on the Horn of Africa, and bespoke courses on Ethiopia.
- Support the development of training courses for early career researchers in Ethiopia and in collaboration with other RVI training courses.
- Support the development of access to public information, including the dissemination of RVI's research, through platforms such as the Rift Valley Forum.
- Identify opportunities new approaches for the publication and dissemination of RVI's work.

### **Resources and Financial Management (10%)**

- Work closely with the RVI Finance Team to ensure compliance with RVI internal policies and donor regulations, including maximising value-for-money, and ensure accurate narrative and financial reports are delivered to the donors on time.
- Ensure projects are staffed with individuals holding the right skills and experiences for the effective and timely delivery of projects.

- Oversee the financial management of the office, including preparation and management of the office budget, expenditure authorisation, monthly financial and narrative reporting.

### **Personnel and Office Management (20%)**

- Lead the RVI Ethiopia office with responsibility for its smooth operation.
- Provide leadership and management to staff of RVI in Ethiopia.
- Recruit, deploy and manage, staff and consultants to ensure the effective and timely delivery of projects in Ethiopia, in line with the local labour regulations and good practices.
- Support the professional development of RVI staff through regular appraisals, performance reviews and identification of training needs and opportunities, in collaboration with the Head of Organisational Development
- Work with the Head of Organisational Development to manage the effective onboarding of new staff and offboarding of staff departing from the organisation.
- Oversee the administration of the Ethiopia office, including ensuring the Institute is registered, tax compliant, and legal agreements with the relevant government ministries are in place and up to date.
- Ensure logistical and organisational support is in place for RVI Ethiopia staff, visiting staff and consultants in Ethiopia.
- Oversee management of security for RVI staff and consultants in Ethiopia. This includes: preparing security protocols, ensuring they are adhered to and are up to date, monitoring security in Ethiopia, ensuring consultants and visitors receive security briefings on arrival in Ethiopia, and maintaining contacts with the RVI security focal point in Nairobi
- Assist with the creation, testing, revision and updating of manuals, templates and guidelines related to the areas of responsibility outlined in this job description.

### **Knowledge Management (10%)**

- Monitor political, social, humanitarian and security developments in Ethiopia and international engagement and policy towards Ethiopia.
- Produce updates and briefings on political and social developments in the country for RVI reports.
- Document projects through regular reporting to RVI in ways that promote best practice and learning within the Institute, including written content for the RVI website regarding the Institute's activities in Ethiopia.

These are the normal duties which the RVI management requires from the job holder at the date of appointment. It may be necessary to alter these duties in accordance with the needs of the job and the organisation. Any significant changes will be made in consultation with the job holder.

### **PERSON SPECIFICATION**

#### **Values**

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

### **Knowledge and Qualifications**

- A Master’s degree or equivalent in relevant field (political science, development studies, social science, anthropology)
- In-depth knowledge and understanding of political social and economic dynamics of Ethiopia, the Horn of Africa, and international engagement in the region.
- Interest in, knowledge and understanding of issues RVI prioritises research on, including contested land, gender and generations, politics and governance and transnational systems.
- Knowledge and understanding of research and how to promote its uptake by policy makers.
- Knowledge and understanding of national and international development organisations in Ethiopia and the Horn of Africa.
- Knowledge of good organisational management practices.
- Knowledge of programme development and project design methods.

### **Experience**

- Experience of working at senior levels in Ethiopia and knowledge of the wider Horn of Africa region advantageous.
- Significant track record in research and policy development in fragile contexts (ideally the Horn of Africa) and/or supporting learning and reflection on policy-making processes.
- Track record of project design, delivering and writing research projects and outputs with strong uptake from policy decision-makers.
- Experience in managing and mentoring staff.
- Track record in programme management, including MEAL systems, financial management, risk management, logistics and security.
- Significant experience in managing relations and organisational representation with diverse actors, including governments, bilateral and multi-lateral organisations and national and international non-governmental organisations.

### **Skills and Abilities**

- Strategic and adaptive thinking
- Excellent project management and planning skills
- Excellent written and communication skills
- Fluency in English (essential) and knowledge of at least one Ethiopian language an advantageous
- Able to represent the complex programmatic and research issues to a range of stakeholders
- Strong facilitation skills
- Experience in using social science research methods
- Strong interpersonal communication skills
- Interested candidates need to have the right to work in Ethiopia

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

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