



## Rift Valley Institute Job Description

**Job Title:** Head of Office, Ethiopia

**Location:** 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 the 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 in developing and 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 resources and operational matters.
- Leads the RVI Ethiopia teams and line manages project and support staff.
- Collaborates with RVI Finance and Administration team to ensure RVI Ethiopia office’s finances are effectively managed in accordance with RVI’s financial management policies, and the requirements of donors and national statutory laws.
- Collaborates with other RVI Managers to ensure RVI’s activities in the country are aligned to the organisation’s development strategy.

- Collaborates with the Senior Programme Manager: Publications and Information and the Communications Team on all publications produced on Ethiopia and other relevant projects and their dissemination.
- Engages and represents RVI externally with the Ethiopian government, and builds positive relationship with donors, partners, and other relevant actors to implement RVI's strategy

### **SCOPE OF THE ROLE**

- With delegated authority and responsibility, in consultation with the Executive Director and the Head of Programmes, represents RVI in government, non-government and donor forums on statutory matters related to RVI's work in Ethiopia.
- Ensures RVI complies with legal, operational, and financial regulations in Ethiopia that apply to Civil Society Organisations
- Oversees 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.
- Has overall responsibility for the design and implementation of all RVI projects in Ethiopia, and is accountable to donors, partners and researchers for ensuring the quality of project outputs and for timely and efficient programmatic and financial reporting.
- Advances RVI's strategy and programmes by developing new projects and raising funds in Ethiopia.
- Brings lessons and experiences from the Ethiopia Country Programme to bear on the overall RVI Development Strategy
- Participates in and contributes to organisational planning, review and reporting activities, and undertakes cross-organisational responsibilities, leadership and decision making 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 and developing new funding streams for the long-term sustainability of RVI in Ethiopia.
- Responsible for safely managing knowledge resources (contacts and documents) on behalf of RVI.
- Is the custodian of all RVI financial and material assets in the RVI Ethiopia office as well as RVI's Bank Accounts and the organisation's image and reputation

### **JOB PURPOSE**

The Head of Office, Ethiopia (HoO) leads the development, management and implementation of all projects in Ethiopia, that support the delivery of RVI's development strategy, including a commitment to original and ethical research, support for African researchers, and access to public information. The HoO ensures that RVI's programme in Ethiopia enhances the quality of the Institute's work and its influence, through application of sound management practices. The HoO 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 colleagues, identifies 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.

- Works with RVI's Head of Programmes, the Executive Management Team and Managers in developing strategically coherent programmes in Ethiopia.
- Ensures that the programmes in Ethiopia are aligned to RVI's strategy through consultative processes and reflect RVI's core values and principles.
- Is responsible for the effective management of all RVI projects in Ethiopia, including the Peace Research Facility (PRF) and the Ethiopia Conflict Sensitivity Hub (CS-Hub), in order to deliver committed outputs and outcomes in line with donor agreements.
- Drafts funding proposals, in-line with RVI's systems and standards and donor requirements.
- Develops RVI's network of partnerships and researchers in Ethiopia, and collaborations across the Horn of Africa region.
- Works with consultants to design research projects, methodological approaches, research outputs and their dissemination, convening and occasionally facilitating public and private events that report on the work of RVI.
- Provides management oversight and accountability for budgets of projects implemented in Ethiopia.
- Ensures 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.
- Oversees the development of programme and organisational practices for learning through Monitoring, Evaluation and Reflective systems.

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

- Represents RVI in meetings with donors, governments, and international organisations and institutions in Ethiopia.
- Acts as RVI's primary focal point for communication and engagement with donors on all projects in Ethiopia, including the PRF and CS-Hub ensuring that they maintain support and confidence in RVI's approach and management.
- Develops RVI's network of contacts and relationships with relevant institutions 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 RVI's aims.
- Promotes RVI and raises its profile by participating in public events, seminars, conferences and official functions.
- Engages with donors to maintain positive relationship and to develop sources of funding.
- Contributes to RVI's database of contacts of partners, donors and individuals

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

- Works with the RVI Education Team in marketing and organising RVI's courses on the Horn of Africa, and bespoke courses on Ethiopia.
- Strengthens the development of early career researchers in Ethiopia including by working with EWNET and creating new collaborations with other relevant bodies.
- Supports the development of access to public information, including the dissemination of RVI's research, through platforms such as the Rift Valley Forum.
- Identifies opportunities and new approaches for the publication and dissemination of RVI's work.

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

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

- Oversees 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%)**

- Provides leadership and management to staff of RVI in Ethiopia to ensure the effective and timely delivery of projects, in line with RVI policies, local labour regulations and good practices.
- Supports 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
- Works with the Head of Organisational Development to manage the onboarding of new staff and offboarding of staff departing from the organisation.
- Oversees the administration of the Ethiopia office, including ensuring the Institute’s registration remains valid, is tax compliant, and legal agreements with the relevant government ministries are in place and up to date.
- Ensures logistical and organisational support is in place for RVI Ethiopia staff, visiting staff and consultants in Ethiopia.
- Oversees the 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
- Assists 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%)**

- Monitors political, social, humanitarian and security developments in Ethiopia and international engagement in Ethiopia.
- Produces updates and briefing notes on political and social developments in the country.
- Documents projects through regular reporting to RVI in ways that promote best practices and learning within the Institute, including content for the RVI website on 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**

### **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, and knowledge and understanding of thematic issues RVI prioritises research on.
- 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 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 with diverse actors, including governments, bilateral and multi-lateral organisations and national and international non-governmental organisations.
- Experience in fundraising and building positive relationship with major donors

## **Skills and Abilities**

- Strategic and adaptive thinking
- Excellent project management and planning skills
- Excellent written and communications skills
- Fluency in English and Amharic is essential and knowledge of at least one additional Ethiopian language is 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

## **Requirements**

- The role is open to Ethiopian nationals or those with the right to work in Ethiopia
- Commitment to RVI's values, vision, aims and ways of working.