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| **JOB DESCRIPTION** |
| **Job Title:** | Programme and Communication Advisor |
| **Company:** | Self Help Africa |
| **Team:** | Programme |
| **Location:** | Addis Ababa, with frequent travel to Field Offices.  |
| **Contract Type:** | One year, renewable depending on funding |
| **Hours:** | Full time 37.5 hours per week Monday - Friday |
| **Reports to:** | Team Leader |
| **Salary:** | As per SHA scale |
| **Organisation overview:** | Self Help Africa is an international NGO dedicated to the vision of Sustainable livelihoods and healthy lives for all in a changing climate. Headquartered in Ireland, with offices in the UK, the US, Brazil, Bangladesh, Burkina Faso, Ethiopia, the Gambia, the Democratic Republic of Congo, Ethiopia, Kenya, Malawi, Mozambique, Nigeria, Uganda, Senegal, and Zambia. SHA creates scalable and sustainable solutions to eradicating long-term poverty through knowledge transfer, investment, and market linkages.SHA is currently implementing a portfolio of approximately 80 projects in 16 countries, funded by a variety of institutional and private donors including the European Union, Irish Aid and USAID.In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources. Our three core values are: ▪ **Impact:** We are accountable, ambitious and committed to systemic change. ▪ **Innovation:** We are agile, creative and enterprising in an ever-changing world. ▪ **Community:** We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose:** | The Program and Communication Advisor will play an important role in SHA’s business development, institutional visibility, and communication strategy. Working closely with the assigned Team Lead and country teams, the post-holder will support pipeline development, lead the development and writing of high-quality bids, donor engagement, and positioning for contract and grant opportunities. Excellent written and verbal communication skills are critical for this role. The post-holder is responsible for assisting the project team in performing project management and support activities to contribute to the realization of projects and organizational objectives. The role also manages the organizational business development, implementation and continuous improvement of portfolio governance and reporting |
| **Key Responsibilities:** | **Proposal development*** Identify, research and advise on current and new funding opportunities and modifications.
* Develop and oversee proposal development timetable; coordinate inputs; write and edit content; provide quality assurance on fit with donor priorities; ensure compliance with internal review and approval procedures; ensure timely submission; and follow up with donors for feedback.
* Facilitate proposal consultation meetings, prepare summary presentations and develop meeting notes.
* Work closely with colleagues in the Programmes Department, who lead project design, to contribute to the assessment, research and design of projects for specific donor funding opportunities.
* Work closely with Programmes Department colleagues to support and/or lead contract negotiation with institutional donors.

**Project Implementation*** Support the R4 project Team leader with implementation of project activities, reporting, monitoring, and coordination at country office level.
* Support the R4 project team to raise organisational capability in all aspects of project implementation and management; and where required, perform all project management related activities as an embedded role to ensure an effective and efficient delivery of project objectives.
* Coach and support Project Cluster Coordinators, Cluster Office Project team and field level Project Officers in management and implementation of project activities and provide advice on best practice and approaches.
* Coordinate the Programme team’s efforts in resource mobilization and participate in building and maintaining a network of key partners and contacts among the donor community, and keeping abreast of evolving trends in the country.
* Build and maintain positive relationships with key stakeholders, to facilitate project activity implementation, planning and review workshops; and to ensure that all stakeholder perspectives and requirements are considered.
* Analyse, assess and report on projects activities and outputs and provide recommendations to improve project and portfolio performance.
* Ensure quality assurance of all project documentation to safeguard all aspects of projects are accurately captured in high quality documents.
* Ensure appropriate and regular project report (budget and narrative reporting) are prepared monthly and quarterly and submitted to projects donor/government.
* Prepare donor reports and funding proposals, including ad-hoc reports as required.
* Support the development, implementation and continuous improvement of Project Portfolio governance and reporting to deliver practical and robust processes, tools, and templates.
* Collaborate with R4 team to undertake post implementation reviews and analysis whilst providing guidance and recommending solutions to key stakeholders.
* Collaborate to undertake post implementation reviews and analysis to recommend solutions.
* Manage and maintain effective working relationships with the R4 team to deliver high quality services to beneficiaries.
* Consult and advise on the delivery of projects activities to facilitate efficiency, consistency and high-quality outputs and outcomes.
* Build effective networks and relationships with external stakeholders to facilitate the efficient delivery of project activities, and project management as required.
* The Project Advisor shall assess the day-to-day work priorities, develop the content of reports, and guarantee timely submissions.

**Communication Strategy Alignment, Engagement and Relationship Management*** Support donor strategy to maximise relationships and funding from donors through meeting donors and cultivating contacts; creating and maintaining strategic account plans; liaising with colleagues across the organisation to coordinate donor meetings and briefings; and writing capacity statements/quality statements for specific donors.
* Maintain up-to-date information on donor priorities, strategies, regulations and activities pertaining to SHA’s strategic plan.
* Ensure relevant staff including senior management and Country Directors are briefed on donor activities, through the preparation of briefing notes and maintaining up-to-date information on our management information system.
* Provide advice to Programme Department colleagues on donor policies and priorities, in order to support overall donor strategies.
* Coordinate all Programme public information activities, including events and publications, to ensure coherence, consistency and accuracy of all forms of communication.
* Produce monthly newsletter collating updates and pictures from all field offices.
* Collaborate with the Monitoring and Evaluation Team to be able to provide or include updates on the project implementation in the reports.
* Support the projects in promoting and executing the communication strategy.
* Serve as the project’s point of contact with consultants, national and regional partners and development organizations, and other stakeholders.
* Manage the project’s communications digital library/archive, including specific communications, reports, and other materials such as videos, pictures, and other media.
* Support the supervision of activities of short-term consultants and service providers working for the project in the area of communications such as graphic designers, videography and photography consultancies, and printers.
* Produce and distribute timely; accurate, clear and consistent information and communication including situation reports, blogs, case studies, photo stories, donor briefer, PowerPoint presentations, video key messages.
* Implement standards and guidelines for SHA R4 project and partners communication works.
* Communicate with SHA PR & Communications Unit in Head Quarter for consultations, communication products quality check and networking.
* Identify and maximize opportunities to raise the visibility and profile of Self-Help Africa work in countries and at global level.
* Support the project team in event organization, facilitation, and coordination.
* Collaborate with R4 project staff members to produce effective communication and awareness raising materials.
* Manage the production of publications and materials in accordance with SHA and WFP standards and guidelines (corporate design, standards for content)
* Support the development and dissemination of knowledge and experience through enhanced communication, strengthened knowledge products and publications.
* Coordinate the timely review of grant agreements to signature and follow up to conduct Grant Meetings in line with SHA requirements.
* Manage relationships with assigned donors to build effective long-term partnerships.
* Perform other related duties and tasks as assigned.

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| **Key Relationships:** | **Internal*** Team Leader (Line Manager)
* Cluster Coordinator and M&E Officers
* Programme Managers
* Country Directors and Heads of Programmes (Liaison)
* Global Office Media and Communication Officer (Liaison)

**External*** Donor staff
* Partners (NGOs, private sector, regional bureaus, academic institutions)
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| **Knowledge, Experience & other Requirements** | **Essential*** Master’s Degree or equivalent in communication and information, business administration, social science, international relations, or related field with minimum of four (4) years’ experience
* Bachelor’s Degree or equivalent in communication and information, business administration, social science, international relations, or related field with minimum of six (6) years’ experience.
* Minimum of two years’ experience of relevant professional experience in the coordination of large programmes in the field of communication and information,
* Excellent written skills, and experience in planning, monitoring, reporting and evaluation of programmes in an international organization.
* Evidence of success in developing proposals and securing funding from institutional donors (e.g. UN, WFP, EU, KFW, FCDO).
* Ability to form good working relationships and to coordinate with colleagues across the organisation and with partners in multiple locations.
* Administrative skills such as organising and maintaining records, files, and databases.
* Experience of building and maintaining excellent relationships with institutional donors and partners.
* Self-motivated, proactive and driven individual, with experience of managing and prioritising own workload, meeting tight deadlines and working under pressure.
* Strong and creative oral presentation skills and experience.
* Strong numeracy and analytical ability, with ability to understand complex budgets and an eye for detail.
* Knowledge of desktop publishing software such as Adobe InDesign, Photoshop, MS Publisher, etc.
* Excellent working knowledge of social media (e.g., LinkedIn, Facebook, etc.)
* Ability and willingness to travel to the project locations.

**Desirable** * Experience and/or knowledge of agricultural, rural development.
* Knowledge of the smallholder farmers context, agriculture, and development work in Ethiopia is an asset.
* Experience in coordinating, review and negotiate grant agreements with donors.
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*All candidates offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. The role also requires Police/DBS/ vetting to be able to travel.*

**Self Help Africa is an Equal Opportunities Employer**