**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Head of Africa Operations |
| **Organisation:** | Self Help Africa (SHA) |
| **Department:** | Programmes |
| **Location:** | Dublin |
| **Contract Type:** | Permanent |
| **Reports to:** | Programmes Director |
| **Profile:** | Self Help Africa (SHA) is an international NGO, dedicated to the vision of an economically thriving and resilient rural Africa. Headquartered in Ireland, with offices in the UK, the US and six African countries, SHA focuses on agriculture and agribusiness as the engine of growth in Africa.Our approach is collaborative and market-based: although we see our primary clients as smallholder farmers in Africa, we work with all participants in the agricultural value chain.With over 300 staff worldwide, and a global turnover of c.€25m, SHA has an ambitious five-year strategy with plans to double income by 2021.The organisation also has a number of social enterprise subsidiaries - TruTrade, which supports market access for small-holder farmers in the agricultural value-chain; Traidlinks, providing market-linkages to agri-business in East Africa; and Partner Africa, an ethical auditing and consultancy firm that operates across more than 40 countries in sub-Saharan Africa and the Middle East. Self Help Africa is also the lead agency in the delivery of a schools national Development Education programme on behalf of the Irish government, WorldWise Global Schools. |
| **Purpose:** | The Head of Africa Operations is responsible for SHA’s operations in Africa. You will lead the Country Director team to meet strategic objectives on food, nutrition, income security and agri enterprise development and support the delivery of the organisation’s new commitment to fragile locations and new countries of operation. The role involves management and oversight of SHA’s operations in Ethiopia, Kenya, Uganda, Malawi, Zambia and West Africa (Burkina Faso & Togo). You will work with the Programmes Director to ensure that the organisation: meets its growth ambitions; develops the continuum from subsistence to markets, from humanitarian to enterprise; generates significant, measurable impact; delivers value for money; learns and continually improves its work. |
| **Key Responsibilities:** | **Role Specific**The Head of Africa Operations is responsible for the oversight of operations across all country programmes and oversees the delivery of programme strategy. You will ensure that SHA makes a significant, measurable impact on people’s lives. You will be responsible for:* Delivering on agreed outputs and ultimately generating impact for the communities we work with.
* Oversight of Programme activity across all countries.
* Ensuring programme direction is compliant with overall strategy and policies and builds on internal learning and good practice.
* Ensuring Country Offices have optimal operational and technical capacity to effectively deliver on programme commitments.
* Monitoring utilisation of resources with the Programme Finance team to achieve value for money and maximise cost recovery.
* Monitoring and review of all programmes and budgets endeavouring to have real time information.
* Income generation: donor liaison and relationship management; identifying opportunities with the Programme Funding team and driving resource mobilisation for countries; supporting CDs in generating new business through networking and promotion of SHA through donor and business networks.
* Developing programmes with Programmes Director in more fragile locations in countries of operation and explore opportunities for expansion to new countries.
* Supporting country teams in conjunction with the Head of Humanitarian to develop their humanitarian programme expertise and portfolio.
* Developing an innovation and entrepreneurial culture utilising technology and valuing the role of digital and data.

*Responsibilities listed are not exhaustive and only serve to give a broad indication of what the role entails.* |
| **Key Relationships:** | **Internal*** Programmes Director (Line Manager).
* Country Directors (Direct Report)
* Desk Officers (Direct Report)
* Technical Advisors
* Head of Policy, Research and M&E
* Programme Finance Team
* Programme Funding Team
* HR
* Fundraising and Communications

**External*** Programme Partners
* Donors
 |
| **Knowledge and Experience** | * Minimum of eight years’ experience of working in a mid to large international NGO with at least three years based in Africa
* Minimum of three years in a senior management position
 |
| **Qualifications/Other Requirements** | **Essential*** Post-graduate qualification or equivalent experience in international development
* Excellent communication skills
* Proven track record of resource mobilisation
* Commitment to, and genuine interest in the vision and values of SHA
* Ability to work as part of an international team across jurisdictions and cultures and can manage remotely
* Work with minimum supervision and take initiative
* Ability to analyse data, solve problems and take corrective action
* Willingness to travel up to 30% of the time
* Ability to work through French
 |

*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.  Specific roles may require Police/DBS/Garda vetting.*

**Self Help Africa is an equal opportunities employer.**