



PUBLISH WHAT YOU PAY

| | |
|--------------------|---|
| Job title: | East and Southern Africa Regional Coordinator |
| Reports to: | Director of Member Engagement |
| Supervises: | Consultants engaged in the region |
| Location: | The Regional Coordinator will be based in one of the PWYP member countries in East or Southern Africa (see below) |

Job purpose

The Regional Coordinator is responsible for coordinating PWYP's member activities in Madagascar, Malawi, Mozambique, Tanzania, South Africa, Uganda, Zambia and Zimbabwe; ensuring that National Coalitions and member organisations are supported to achieve PWYP's common goal of an open and accountable extractive sector so that oil, gas and mining revenues improve the lives of women, men and youth in resource-rich countries. He/she is responsible for coordinating PWYP's activities, outreach and engagement with National Coalitions and regional level donors and partners in the region(s); acting as the primary point of contact and conduit for information.

Key result areas

- Contribute towards the development and implementation of strategic plans, governance mechanisms and effective teamwork of the PWYP Secretariat
- Guide the advocacy efforts of PWYP's members in the region by ensuring that comprehensive plans for strategic influencing, advocacy and communication are developed and implemented at a national level and regionally if appropriate
- Support and develop the capacity of member coalitions in the region to enhance their effectiveness to achieve our common goals
- In collaboration with the Global Initiatives and Impact team, ensure that national coalitions in the region are fully equipped and supported to gain maximum value from PWYP's involvement in global initiatives
- Represent and promote a high profile brand for PWYP at the regional level

Key performance indicators

- The needs and priorities of the region are represented in the Secretariat's annual plans
- Strong and supportive relationships are built and maintained with PWYP governance bodies, including the Africa Steering Committee and the regional Global Council representative
- Outputs from PWYP's engagement in global initiatives are leveraged to achieve maximum impact in the region at national and regional levels
- A balanced approach, including a highly proactive and a facilitative leadership style, is used to support the advocacy efforts of national coalitions to be impactful and effective
- Capacity assessments are conducted and plans to address gaps and support capacity building interventions (strategic planning, progress reviews, training, knowledge sharing & networking and joint-fundraising) are implemented at national and regional levels
- PWYP national coalitions are able to operate effectively and have solid governance structures that enable them to deliver PWYP's strategy
- Risk management & member protection strategies are developed and implemented
- Members are supported with regular opportunities to engage with relevant international fora to ensure their voices are heard globally
- Stories from the ground are identified and shared with the wider network in close collaboration with the Communications team



PUBLISH WHAT YOU PAY

- Lessons learned from the ground tracked and fed into PWYP's wider monitoring, evaluation and learning (MEL) in collaboration with Global Initiatives and Impact team

Qualifications

Advanced Degree in a relevant field (e.g. political sciences, international development, etc.)

Technical Experience & Knowledge

- At least 5 years of relevant professional experience working on civil society, coalition and capacity building and/or natural resource governance
- At least 3 years of experience conducting/coordinating advocacy campaigns
- Knowledge of the political context and stakeholder landscape in the region
- Familiarity with the global extractive industry transparency movement and with the basic structure / operations of the extractive industries in the region
- Experience in fundraising with a proven track record of working with donors
- Excellent writing and communication skills, including producing reports and funding proposals
- Fluency in English is required (written and spoken); knowledge of other languages relevant to the region such as French, Spanish and Portuguese is an advantage
- Proven project management skills and ability to work under pressure
- Experience of using social media
- Willingness to travel up to 50%
- Proficiency in Office Suites; familiarity with Goole Drive is an advantage

Competency level required

| Competency | 1 | 2 | 3 |
|--------------------------------|---|---|---|
| Commitment & Drive for Results | | √ | |
| Proactivity & Innovation | | | √ |
| Effective Resource Management | | √ | |
| Relationship Building | | | √ |
| Communication & Influencing | | | √ |
| Thinking & Problem Analysis | | √ | |
| Learning & Resourcefulness | | √ | |

Term

Initial contract for 12 months, renewable, with a probation period of six months. Salary commensurate with the responsibilities of the role.

To apply

Please send you CV and a cover letter outlining how you meet the requirements of this role (in English) by email to Sandrine Levy slevy@publishwhatyoupay.org

Include the subject line: East and Southern Africa Regional Coordinator

The deadline to apply is Monday, 30 April 2018.

*Candidates selected for interview will be contacted by 8 May 2018. Please note that **interviews will be held by video conference on 14, 15 and 16 May 2018.***