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Member Engagement Manager, Africa

JOB PURPOSE: The Member Engagement Department is responsible for leading and/or coordinating regional advocacy initiatives and movement building, and enabling a learning culture in line with PWYP’s Vision 2025 strategy and operational plans. The department is responsible for developing regional work plans and budgets, and for monitoring, evaluating and learning from the implementation of those work plans as well as the organisation-wide (annual and multi-year) work plans, in order to adapt approaches for greater impact. The ME department works closely with all other PWYP departments to amplify stories of change from the movement; to design and implement impactful global advocacy campaigns; and to secure, and oversee management of, human and financial resources to support PWYP members.

The Member Engagement Manager, Africa develops relationships with members, partners and donors across the African sub-regions, and is responsible for overseeing the development and implementation of sub-regional work plans and of Pan-African work plans/strategies if relevant. S/he manages the (senior) Regional Coordinators to design and deliver effective advocacy and movement building strategies in their respective sub-regions. S/he supports the department director to secure and oversee resources (financial and human) to deliver sub-regional and Pan-African advocacy, movement building and learning. Where there is currently no Regional Coordinator for a sub-region within the Manager’s scope, s/he is responsible for maintaining communication and coordination with National Coordinators in that region and with the relevant governance body representative(s).

REPORTS TO: Director of Member Engagement

SUPERVISES: Francophone West Africa Senior Regional Coordinator, Central Africa Regional Coordinator, Anglophone West Africa Regional Coordinator, Consultants

SCOPE OF RESPONSIBILITIES:

Key Result Area	Example Responsibilities
<p>Advocacy & Campaigning Lead and/or oversee the effective design and implementation of regional advocacy strategies in the regional cluster that will achieve PWYP’s strategic goals for widespread change in extractive sector governance</p>	<ul style="list-style-type: none"> ● Oversee the consultation on, and development and implementation of, sub-regional and Pan-African advocacy strategies ● Participate proactively in the design of global, Pan-African and sub-regional advocacy strategies in close collaboration with the Strategic Communications and Campaigns Manager ● Support clear communication and coordination mechanisms between global and Pan African, sub-regional and national advocacy initiatives

Key Result Area	Example Responsibilities
<p>Movement Building Lead and/or oversee the design, delivery and/or facilitation of coalition building techniques and approaches across the regional cluster to further the implementation of PWYP's Vision 2025 strategy</p>	<ul style="list-style-type: none"> ● Scope out new potential partnerships with strategically aligned organisations across the continent and beyond Develop and preserve good relationships with Africa representatives on the Global Council and with the Africa Steering Committee ● Oversee all engagement with, and support to, the Africa Steering Committee for strategic impact ● Facilitate the Regional Coordinators' work with linkages and introductions to strategic relationships ● Develop and maintain mechanisms for monitoring and enhancing member engagement and supporting inclusiveness, diversity and breadth of PWYP membership in Africa ● Oversee and support effective communication from staff in the Africa team to members
<p>Institutional & Strategic Development Inform the strategic planning, information exchange, recruitment and fundraising for the implementation of Vision 2025</p>	<ul style="list-style-type: none"> ● Proactively participate in development of PWYP's annual programme of work, drawing on consultations with Regional Coordinators in the Africa team ● Oversee the development of annual work plans and budgets for the Africa team ● Manage the Africa team of regional Coordinators and consultants and ensure they are well-organised to accomplish strategy & goals in the most cost-effective ways through strategic and correctly executed work systems and procedures ● Actively contribute to resourcing plans for the sub-regions and lead on recruitment of Regional Coordinators as and when relevant
<p>MEL Oversee the implementation of monitoring, evaluation and learning practices to inform strategic planning and reflection in the regional cluster</p>	<ul style="list-style-type: none"> ● Ensure the regular provision of monitoring data from the implementation of strategies in the sub-regions, evaluating results and ensuring they inform future strategy ● Develop future strategy, incorporating learning from advocacy, campaigns and movement-building across Africa ● Foster a culture of learning and innovation among staff and members in the Africa team
<p>Team Leadership Manage and/or mentor others towards high standards of performance through defining clear roles & responsibilities, providing appropriate support, and using a leadership style that will drive high levels of engagement and motivation</p>	<ul style="list-style-type: none"> ● Line manage the Africa team of Regional Coordinators in each sub-region ● Ensure the Regional Coordinators are clear about what is expected of them and foster an open, collaborative and solution-oriented culture ● Assess and support staff development to maximize available talents ● Proactively address performance issues through timely, constructive feedback and coaching

FINANCIAL SCOPE:

Financial Impact of Role	Nature of Responsibility
Small (under £15000); Medium (£15000-£199,000); Large (£200,000-£1,000,000); Very large (over £1,000,000)	Stewardship; Shared Responsibility; Direct Responsibility; Accountable
Large	Shared responsibility
<p>Narrative: The job holder has responsibility for managing programme costs in multiple regions, for recruiting and managing consultants and for supporting budget management by the Africa team, necessitating a large sized budget. In addition, the role has responsibility for fundraising in coordination with the wider PWYP staff team and has an impact on PWYP's ability to source funding by building relationships with donors and effectively implementing donor funded projects in line with donor requirements. Responsibility is shared with the Senior Management Team (SMT) through the authorisation policy.</p>	

REQUIREMENTS OF THE ROLE:

Qualifications

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

Technical Experience & Knowledge

- Minimum 5 years' experience in managing civil society coalitions at relevant national and regional levels, at least 3 of which involve advocacy activities at a Pan African level
- Familiarity with the global extractive industry transparency movement and with the basic structure / operations of the extractive industries in the relevant regions
- Demonstrated ability to think strategically
- Demonstrated ability to design and coordinate the implementation of effective advocacy strategies
- Demonstrated ability to manage and motivate others via an engaging leadership style
- Demonstrated use of MEL routines to drive increasing impact and continuous improvement
- Strong track record of systematic project management e.g. via application in the workplace of certified project management process
- Demonstrated track record of relationship building and influencing impactful stakeholders

- Demonstrated capacity to design and manage budgets
- Successful track record of fundraising and maintaining good relationships with donors

Other Experience & Knowledge

- Experience using social media
- Willingness to travel up to 25% to 35%
- Proficiency in Google Suites desirable
- Fluency in English is required (written and spoken) and French is highly desirable; other languages are desirable.
- Excellent written work, including producing reports and funding proposals

Personal style and behavior:

- Actively encourages and feels at home in a diverse and inclusive working environment.
- A sense of humour, humility, and collegiality.
- Capacity for self-reflection and a commitment to learning and growth.

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