**Job Title:** Senior Manager, Policy, Conventions and Network

**Location:** Nairobi, Kenya

**Division:** External Affairs

**Reports to**: Vice President Global Leadership

**Supervises:** At least 2 Program/Policy Officers, 1 Program Assistant, Focal Points for Policy/Country Policy Officers

**Duration of contract:** 2-year contract, with a possibility of renewal.

**Starting date:** As soon as possible

**DRS (DevelopmentAid Recruitment Solutions)** is looking for a **Senior Manager, Policy, Conventions and Network** for an International NGO who will contribute to developing and implementing our client’s 10-year strategic objective (2020-2030) of promoting African leaders who drive shifts in policy, planning and finance.

The Senior Manager, Policy, Conventions and Networks will lead in building country level policy teams and initiatives. The role will seek to strengthen and build African Networks and movements for nature. The role will play a strategic role in introducing the networks to key stakeholders towards enhancing their influence and sustainability of the networks. The role will work closely with the VPGL in supporting and engaging governments and multilateral institutions on the continent.

The incumbent will play a key role in devising strategies for how the INGO supports prioritizing biodiversity and climate change as key to Africa’s economic and cultural future while helping to secure the financing necessary to realize that vision.

The position requires a collaborative approach and an ability to influence across cultural differences, given the international nature of this work. To succeed, the role will have to work closely with all the global leadership team members, drawing on their expertise in forging national and regional relationships that lead to the desired change.

**Areas of responsibilities:**

Advance INGO priorities with the government in priority countries.

* Serve as a key strategic partner to Country leads to help them devise a strategy for engaging in policy, government decision-making, and development activities to address drivers of ecosystem degradation and wildlife loss in priority landscapes.
* Contribute to the development of tools and processes to guide our client’s policy approach and engagement.
* Support the cultivation of high-level contacts in national governments and public donor agencies across priority countries to develop and finance strategies that protect wildlife and wild lands.
* Support the engagement of a network of African leaders at the country level in multiple sectors who speak out on behalf of wildlife and wildlands and build momentum for conservation as a core pillar of growth in Africa.
* Support country directors in using the most up-to-date and strategic insights from INGO’s work globally in their engagements with government and public donors.
* Support countries in leading and engaging in convening processes both at the local and national levels.
* Contribute to embedding APAC outcomes with a focus on lPLCs, Youth agenda embedded in national processes.
* Research priority country and Africa-level policy frameworks to identify gaps and linkages with our client’s priorities for influencing the mainstreaming of biodiversity in national plans.
* Contribute to providing briefing documents and thought pieces to support the company’s agenda-setting and thought leadership ends at the country level.

Oversee the Secretariat Functions of the Africa Protected Areas Directors Forum (APAD)

* Provide leadership and support in the development and refinement of engagement strategies of Africa Protected Areas Directors towards driving shifts in policy, planning and financing, which leverage conservation as essential to sustainable development.
* In collaboration with the APAD Chairs and Co-Chairs, organise and coordinate the implementation of the activities, including field missions, workshops and training as defined by the APAD priorities and work plans.
* In collaboration with APAD Members, build and foster effective relationships and networks across a range of national and regional stakeholders, including governments, lPLCs, Young People, business groups, non-government organisations, development partners, and key regional and multilateral stakeholders.
* Support the documentation of the implementation process and lessons learned in the delivery of APAD activities to disseminate the learnings.
* Identify opportunities for regional activities to support needs expressed by APAD members.

Oversee the Secretariat function of the Africa CSOs Biodiversity Alliance (ACBA)

* Seek to provide guidance and support to ACBAs coordinator in leading ACBAs strategic direction and agenda.
* Build linkages between INGO’s leadership and influencing initiatives and that of ACBA, always seeking to foster a common voice and position on issues affecting Africa.
* Strategically foster linkages between ACBA and key stakeholders at the regional or global level towards policy influencing and resource mobilization for ACBA and its members.
* Engage the INGO as necessary in ACBA convenings and initiatives in ways that empower and allow ACBA leadership to flourish and thrive.

Lead and contribute to Regional and Global Processes.

* Provide oversight of INGO's strategic engagement with global environmental agreements. Lead in developing and/or supporting the company’s strategy and engagement with the United Nations Framework on Climate Change Convention (UNFCCC), Convention on Biological Diversity (CBD), its Global Biodiversity Framework, and Convention on International Trade on Endangered Species (CITES) and other associated environmental agreements.
* Contribute to and, at times, lead regional processes and partnerships related to biodiversity conservation, including with the Regional Economic Communities.
* Contribute to the effective delivery of the Africa Protected Areas Congress Outcomes by continuously positioning the Kigali Call to Action as the anchor for Africa’s decision-making, planning and implementation of climate and biodiversity initiatives.
* Contribute to developing a policy radar and trends analysis function for the organization and its partners by mapping out key trends on key issues relevant to the INGOs and Partners' priorities in priority countries and on the continent.

Support Policy Team Fundraising and Program Development

* Support in the engagement of national governments to gain support for INGO’s policy agendas and public funding proposals.
* Contribute to proposal development in collaboration with Programme, Program Design, Philanthropy and Marketing teams.
* Participate in strategic coordination and information-sharing forums; outreach and presentation to donors.
* Cultivate and develop technical collaborations with key partners for fundraising, as well as the development and maintenance of donors and influencers, and keep them informed of the resilience program’s achievements.

**Qualification Experience:**

* Advanced degree in social and natural sciences, economics, international development or related field.
* Minimum of 8 years of experience engaging governments in Africa and development partners of Africa consistent with the above roles.
* Experience managing and building strong teams.
* Demonstrated success engaging bilateral and multilateral institutions working in Africa, leading to financing of development priorities.
* Excellent interpersonal and communication skills, including public speaking.
* Education and demonstrated knowledge of the emerging business environment in Africa and related impacts on natural resources.
* Computer literacy to use all MS Office packages.
* Ability to work in English and French.
* Existing relationships with African government and business leaders.
* Advanced study of and experience working on development issues in multiple African regions.
* Extensive experience living and working in Africa and an ability to work in a cross-cultural environment
* Demonstrated leadership in international policy and/or trade negotiations.
* Ability to make sound decisions based on analysis, consultation with others, experience, and judgment.
* Experience communicating complex processes and ideas effectively to a variety of audiences within and outside an organization.
* Ability to deal with proactive and reactive work and to take on new priorities as they arise.
* Excellence in achieving outcomes through partnership and matrixed teams.
* A passion for wildlife and wildlands.