

Job Description

Job Title	ACTION Africa Regional Coordinator
ACTION Africa: Purpose & Mandate	<p>ACTION Africa serves as a coordinating hub for ACTION partners based in Africa (Kenya, Zambia, Tanzania, South Africa, Cote d'Ivoire) with a mandate to facilitate greater impact and presence on the continent.</p> <p>ACTION is a partnership of locally rooted organizations around the world that advocate for life-saving care for millions of people who are threatened by preventable diseases.</p> <p>ACTION Africa's strategic engagement is guided by the ACTION Africa Priority Framework, which is directed by ACTION's Strategic Framework.</p>
ACTION Africa: Focus & Scope	<p>ACTION Africa coordinates on and contributes to the following three areas to advance ACTION's priorities in Africa</p> <ol style="list-style-type: none">1. Resource Mobilization<ol style="list-style-type: none">a. Identification, cultivation, and solicitation of new joint funding opportunitiesb. Stewardship of existing joint ACTION funding partners2. Organizational and Partnership Development<ol style="list-style-type: none">a. Identification, cultivation, and support of new ACTION partners, allies, and champions based in Africab. Advance and support organizational strengthening of ACTION Africa partnersc. Facilitating relationship between ACTION Africa and all other ACTION Partners and the secretariat3. Strategic Coordination<ol style="list-style-type: none">a. Identification and execution of joint campaign opportunitiesb. Maximization of individual contributions through collective planning and implementation
Main Purpose of Job	ACTION Africa Regional Coordinator will work closely with the ACTION Africa Partners to:

	<ul style="list-style-type: none"> ● Contribute to a smooth and steady flow of communication among ACTION Africa Hub members through a platform to be created where all the information is shared to the Leadership and members through a platform to be created where all the information is shared to the Leadership and members. ● Ensure that advocacy activities across the region are well coordinated to maximize resources and impact and to avoid duplication. ● Lead the development and execution of a joint campaign work plan. ● Contribute to advancing partnership development, organizational development, and resource mobilization priorities for Africa. ● Increase visibility of ACTION partnership in Africa. ● Ensure agreement on and delivery of annual priorities for organizational and partnership development and resource mobilization. ● Coordinate monthly calls, quarterly deep dives / planning sessions, and in-person meetings within Action Africa hub and between the hub and Action Partnership ● Provide updates to and engage the ACTION Africa directors on key discussions and decisions. ● Track and monitor, with technical teams, progress on collective priorities with ACTION Africa members to ensure actions taken. ● Coordinate with the ACTION Secretariat campaigns team to maximize opportunities for partnership development and resource mobilization. ● Manage donor relationships, coordinate donor-related timelines and processes, and ensure appropriate and timely follow-up. ● Any other duty as assigned
<p>Required Minimum Education</p>	<p>Master’s Degree in a field of study relevant to the technical area (communications, Journalism, global or public health).</p>
<p>Required Minimum Experience</p>	<p>Required: Over 6 years of relevant and related experience.</p>
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> ● Strong knowledge of global health issues. ● Completely Bilingual- excellent oral and written English and French. ● Effective use of social media and preparing print publications to promote global health projects required.

	<ul style="list-style-type: none"> ● Experience managing website and online/virtual communications platforms and webinars. ● Experience conducting online and print research. ● Team player with resourcefulness and the ability to work independently. ● Demonstrated experience working in Africa either in a programmatic or advocacy capacity. ● Experience with event and meeting planning and facilitation. ● Ability to travel internationally and domestically as required.
Competencies	<ul style="list-style-type: none"> ● Superb organizational, research and analytical skills. ● Attention to detail. ● Ability to work in a fluid, fast-paced environment with multiple priorities. ● Ability to maintain good relationships with local and international media. ● Excellent writing and speaking (English and French) and the ability to develop and implement campaign strategies. ● Excellent interpersonal and communication skills, including an ability to work and interact with country-based, home office-based project staff, senior leadership, project partners' representatives, and donor staff. ● Ability to be flexible and proactive
Salary and other administrative details	<ul style="list-style-type: none"> ● This position reports to the Director of the host organization. ● Modality- Preferred employment modality is a direct long-term consultancy between the host organization and the individual with monthly invoicing/payment. ● Duration- The position has secure funding through end of June 2024. ● This position is envisioned as a 0.8 FTE with a salary package of USD 36,000 (based on an annual 1.0 FTE of USD 45,000).

The candidate will be based in any of the Action Africa Hub countries¹ with frequent travel.

To apply, send your CV and cover letter to <https://forms.gle/Tifk5XJWF7DLQdBc8> by October 30, 2022. Only shortlisted candidates will be contacted.

¹ Côte d'Ivoire, Kenya, South Africa, Tanzania, Zambia.