

## JOB DESCRIPTION – SENIOR MANAGER AMEA

<b>Role</b>	Senior Manager, Africa, Middle East and Asia (AMEA)		
<b>Reports to</b>	Executive Director, AMEA	<b>Direct reports</b>	1-2
<b>Budgetary responsibility</b>	£400k	<b>Resource responsibility</b>	
<b>Safeguarding</b>	None	<b>Key relationships</b>	Work with Strong Cities Network (SCN) team, digital analysis unit and programme managers across Africa, Middle East and Asia
<b>Contract</b>	Fixed term contract, 1 year	<b>Location</b>	London/Remote
<b>Salary</b>	£45,000-55,000	<b>Level</b>	Senior Manager

### About ISD

ISD is a global think and do tank dedicated to powering solutions to hate, polarisation and extremism. Combining research and analysis with government advisory work and programme delivery around the world, ISD works to implement real-world, evidence-based responses to these challenges. We are a fast-paced and dynamic team that prioritises integrity, collaboration and courage in all we do.

As an independent, international, non-profit organisation with teams in London, Beirut, Berlin, Nairobi and Toronto, ISD enjoys strategic partnerships with some of the world’s leading universities and supports more than a dozen prominent governments and international institutions in safeguarding human rights and stemming the rise of extremism and hate.

### Role Purpose

The Senior Manager AMEA will form an integral part of the Strong Cities Network (SCN) and oversee the management, development and growth of programmes in Africa, the Middle East and Asia, with a specific focus on East Africa programming and policy. With the expectation of building relationships with partners and stakeholders based in Africa, the Middle East and Asia, the candidate will have a specific focus on supporting the East Africa programmatic team in Kenya, as well as injecting subject and regional expertise into project design and delivery. The candidate will work closely with the Executive Director for the Africa, the Middle East and Asia as well as the Head of Programmes for the SCN. Together with this team, the candidate will design, develop and ultimately deliver ongoing and new programming focused on the issues and challenges of polarisation, hate and extremism across Africa, the Middle East and Asia. While a specific focus will be on countries in the East Africa region, such as Kenya, Uganda, Tanzania, and Somalia, the ideal candidate will also support ongoing and new programming in countries in the region, such as the West Africa and the Sahel.

The post holder will be accountable for ensuring that the project meets or exceeds targets, is implemented on-time and to budget, and meets all donor requirements.

## Responsibilities

### 1. Leading on Programmatic development, proposals and design (25%)

- Drafting writing and pitching coherent and comprehensive bids
- Leading on programmatic development and design
- Managing partner engagement as required in support of project deliverables
- Being the key contact and lead in new project proposals with input from regional and HQ staff
- Assessing challenges and opportunities of potential development of new SCN programmes in Kenya as required

### 2. Research & policy (25%)

- Analysing and interpreting qualitative and quantitative data in both English and Swahili
- Undertaking full review of existing data to find new angles for research/ policy work
- Representation of ISD specifically on issues that intersect with Africa, Middle East and Asia.

### 3. Supporting, developing and managing teams (25%)

- Line management of staff working on programmatic delivery working across ISD programmes in Africa, Middle East and Asia
- Providing strategic advice and support to the team as well supporting existing staff and on-boarding new joiners
- Leading regular project team meetings, securing delivery updates across the team and taking ownership of priorities and decisions

### 4. Overseeing programme management of project activities (25%)

- Complete oversight of project management including forecasting, tracking and delivering on key programmatic and financial milestones and all budget expenditure
- Overseeing all donor reporting, engagement and coordinates team members and partners to produce and deliver accurate reporting (narrative, financial, M&E etc.)
- Building relationships with partners, supporting kenya-based staff to ensure field delivery is met and agreed upon targets, providing additional support where necessary
- Overseeing the coordination of call for proposals and participates in review panels
- Providing efficient and robust programme support through effective portfolio management
- Ensuring the provision of M&E and project management support to partners

## Outcomes (the way success will be measured)

*The ISD Senior Manager for Africa, Middle East and Asia will be measure against a robust series of key performance indicators built around research, policy, and programmatic design, development and delivery. These key performance indicators will be focused on outcomes of key programmes in the East Africa region (Kenya, Tanzania, Uganda, and Somalia) but will also include indicators built around ongoing and speculative programming in West Africa as well as Asia.*

*Indicators will include, but not limited to:*

- *4 policy briefs focused on East Africa, but part of regional remit that extends across ISD programming in Africa and Asia*
- *Supporting the design, development and delivery of £1.5 million in new projects across Africa, the Middle East and Asia*

- *The expansion and diversification of the project funding beyond the current set of donors, with a focus on foundations.*
- *Development of new research and policy programming focused on hate and polarization in one to two countries in Africa, the Middle East and Asia*
- *Positive 360 feedback from colleague and senior staff*

## PERSON SPECIFICATION TEMPLATE

### Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

### Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Focus on quality</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Respect for others</li> <li>• Commitment to the team</li> </ul>
Agility	<ul style="list-style-type: none"> <li>• Efficiency and effectiveness</li> <li>• Growth mindset</li> </ul>
Courage	<ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Passion for driving change</li> </ul>

### Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
<b>Knowledge, training and qualifications</b>	<ul style="list-style-type: none"> <li>• Proven knowledge of P/CVE programming in Africa, Middle East and Asia (Kenya, Tanzania, Uganda, and Somalia)</li> <li>• Contextual knowledge on extremism and conflict in East Africa (Kenya, Tanzania, Uganda, and Somalia)</li> </ul>	<ul style="list-style-type: none"> <li>• Very good understanding of policy and legal frameworks across East Africa (Kenya, Tanzania, Uganda, and Somalia)</li> <li>• Knowledge of extremist activity and recruitment tactics in East Africa (Kenya, Tanzania, Uganda, and Somalia)</li> </ul>

	Excellent understanding of the partner and stakeholder landscape in East Africa (Kenya, Tanzania, Uganda, and Somalia)	Tanzania, Uganda, and Somalia)
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in a programme management role in international development, political affairs or public sector</li> <li>• Development of policy and research programming focused on the Africa</li> <li>• Experience implementing on the ground community-based P/CVE projects with a range of stakeholders from different faiths and backgrounds in Africa, the Middle East, and Asia</li> <li>• Working with teams with diverse backgrounds across Africa, the Middle East and Asia</li> <li>• Experience of managing, motivating and supporting junior to mid-level management staff remotely</li> </ul>	Experience in delivering P/CVE programmes in East Africa (Kenya, Tanzania, Uganda, and Somalia) Experience in managing international partner relationships across East Africa (Kenya, Tanzania, Uganda, and Somalia)
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and spoken English and Swahili language skills</li> <li>• High level of leading program design and strategy development</li> </ul>	• Experience of Monitoring and Evaluation tools and practices
<b>Additional requirements</b>		