



GEN AFRICA
GLOBAL
ECOVILLAGE
NETWORK

REGIONAL COORDINATOR

Global Ecovillage Network is a global movement of people working together to help local communities to use their own power to fight poverty and injustice. For the past 20 years the Global Ecovillage Network (GEN) and its regional affiliate, GEN Africa, have been developing a transformative model, using an integrated, community-based approach to create sustainable and resilient Ecovillage communities. This approach promotes full and inclusive participation of communities on the ground in the conception and implementation of sustainable developments goals using an integrated approach.

GEN Africa is now looking for someone with extensive experience of working in a senior programming and fundraising management role with an in depth understanding of institutional and government donors and their funding policies to be part of the team at GEN Africa. Someone with the passion for the work GEN Africa is engaged in.

Job Title/Position: GEN Africa Regional Coordinator

Directorate: Network Fundraising and Communications

Contract: Fixed Term

Reports to: GEN Africa Council

Direct Reports: Executive Secretary

Location/Operational Remit: Africa / Regional

Hours & Compensation: 50 hours per month at £10 per hour salary / annum £6000

Starting Date: April 20, 2018. Position is subject to a 3 months trial period.

Role Overview:

The GEN Africa Network Coordinator is mainly responsible for ensuring the role of GEN Africa as a leading organization in the ecovillages development in Africa. He /She works closely under the direction of GEN Africa Council and with the GEN Africa Executive Secretary. They work together in the overall strategic leadership and operational management of the network. S/he should maintain a good professional win-win relationship with GEN International and other GEN Regions.

S/he plays a leading role in business development through managing the interface between network programmes and fundraising objectives and the interface for network support to national networks. S/he plays a leading role supporting continental capacity to access and increase institutional income.

S/he has oversight in the development of programs, management information systems to ensure high standards of programs and minimum risk. S/he contributes to GEN Africa internal coordination and knowledge management. As a senior manager within the network,



GEN AFRICA
GLOBAL
ECOVILLAGE
NETWORK

s/he actively contributes to team and directorate objectives through decision making and action on planning, budgeting, monitoring and reporting to council.

Essential Duties and Responsibilities:

As GEN Africa Regional Coordinator, the incumbent will work closely with GEN Africa Council, national networks, Working group coordinators, GEN international team and other regions.

1. S/he will play a leading role in the network growth by managing the interface between programmes and fundraising objectives and the interface for strategic partnerships and network development support to countries through management and coordination of our team of the working groups.
2. As the most senior manager in the operational hierarchy, one of an executive director's main roles is to act as a liaison between the council and the rest of the organization. Meeting with the council regularly to keep them informed on operational issues and work with them to come up with strategic solutions to complex network challenges.
3. S/he will be involved in overseeing the operational management of the national networks, coordinate and work closely with the working groups in and supervise the executive secretary to ensure high quality development and maintenance of management information systems.
4. Providing oversight of ecovillage development led funding programmes and approaches; multi-country programme opportunities; and developing tools for spreading EDP and proposal development through to inception.
5. S/he should have an in-depth understanding of institutional and government donors and their funding policies.
6. As a senior manager, the incumbent will also be heavily involved in decision making, planning, budgeting, monitoring and reporting.

Person Specification (Education/Work Requirements and Core Competencies):

- A graduate in a relevant development related discipline with at least 3 years extensive experience of working in a senior programmes management and fundraising role within the non-profit sector.
- Should possess well-developed strategic planning skills and can demonstrate the ability to develop and implement successful programmes and approaches to fundraising.
- Good at building strong donor relationships, with self-motivation and good communication skills.
- Should also be effective at mentoring, coaching and collaborating with others.
- Must be able to demonstrate a strong commitment to develop and agreement to promote the vision, mission, strategy, core values, and code of conduct of GEN



GEN AFRICA
GLOBAL
ECOVILLAGE
NETWORK

Africa.

- Excellent English communication. Further language competence is an appreciated bonus
- High degree of integrity: you do the work you commit to and are honest accounting for it.
- Ability to work with persons and organisations from diverse cultural settings
- Ability to self-organise and work in an environment of emergence and complexity
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude

To Apply:

GEN Africa welcomes applications from all sections of the community and promotes diversity. Please check your application and make sure you meet ALL the essential criteria listed in the person specification. Check our website for more information ecovillage.org/region/gen-africa/

Please send applications to sonita.mbah@ecovillage.org no later than April 10th, 2018.

Please include the following:

- Cover Letter - outlining what motivates you to apply (Maximum 2 A4 pages).
- Resume/CV and Bio
- 2-3 References
- Earliest start date (your availability will not affect your chances)