



Job description

Title: Regional Coordinator / Director

Location: Dakar, Senegal

Salary: Competitive

Purpose

The Coordinator of REPAOC leads a team of excellent staff that, on various issues, is tasked to influence regional policies and to defend the interest of civil society organizations in West Africa. The successful candidate will be the leader of the widest network of NGOs in West Africa, bringing the skills to manage the REPAOC Coordination, as well as to prepare and lead high level discussions with the Board and General Assembly.

The ideal person would bring his/her own wide network and NGO experience, moreover he/she would forge together the knowledge of the REPAOC network members and lead the debates in which clear opinions and positions are formed, as well as guide the focus for the staff and individual members.

The purpose is to facilitate the participation and leadership of the members in the work and life of REPAOC and defend the interests of NGOs in the areas of public policies and funding at the regional and national level based on Board and General Assembly's orientations. Overall, to manage the affairs of REPAOC and its Coordination and represent REPAOC's interests in all appropriate fora.

Key Responsibilities

Facilitation of the REPAOC

- Ensure strong relationships with Members (playing an active personal role in this) and foster their active participation in REPAOC in accordance with their diverse needs and capacities.
- Initiating and supporting the development of strategic alliances with stakeholders outside REPAOC.
- Maintain awareness of the Members' activities, achievements, challenges and priorities through continuous close communications with them.
- Identify opportunities for and provide inspiring leadership to the cooperation and partnership of Members in pursuit of their shared goals and objectives.
- Have overall oversight of REPAOC's external profile, recognizing and creating opportunities for engagement and ensuring the most appropriate individuals are leveraged in all external engagements.
- Implement the REPAOC work plan through collaborative action among Member Organizations & institutions; catalyze, influence and mobilize support for collaborative action.

Relationship with the Board and Assembly

- Ensure that the Board is supported to deliver its responsibilities to lead the Network;
- Propose key strategic and policy options for adoption by REPAOC and its political entities in coordination and consultation with the President and Board members and in accordance with General Assembly/Board mandate.
- Promote and coordinate - with the staff in the Coordination - the activities of the working structures of the Network.
- Plan and prepare the General Assemblies and Board Meetings, organize and implement directives with the staff of the Coordination office
- Report on the progress and functioning of the work plan to the Board and the General Assembly.

Representation

- Will work closely with national platforms represented in the REPAOC, especially with the Board and General Assembly (GA) to advocate the interests of the NGOS on various levels (ex. at the West Africa, but in Africa, Europe, UN, and country levels).
- Be a strong representative of the NGOs interests, fed by the input from its members, the Board and GA, and know how to influence from platforms on which the REPAOC voice will be heard.
- Undertake representation at the ECOWAS Institution with strong knowledge and influencing skills bringing the relevant NGO sector issues to the after excellent collaboration and discussion with the Board and General Assembly.
- Be viewed as an authority on behalf of the NGO sector and a trusted person to represent them.

Leadership and Management of the Secretariat

- Lead the work of the Coordination and inspire the participation and leadership of the Member Organizations in the work and life of REPAOC;
- Maintain and manage the Coordination in order to define and achieve the objectives set out in the Strategic Plan and annual work plans and in accordance with the annual budget.
- Implement and supervise the administrative & financial management and audit in consultation with the Treasurer and the Administrative & Financial Manager.
- Ensure that the Secretariat is adequately resourced to fulfill its objectives and play an active role in income generation.
- Ensure that the financial and legal affairs of REPAOC's Secretariat are adequately managed and ensure that all legal and contractual obligations are properly fulfilled in due time. Prepare project and program applications.

Person Specification

Essential

- Strongly committed to civil society as a collective strength for positive change, with understanding of what makes civil society organizations legitimate and effective
- A successful manager of people and financial resources, with a strong track record of giving leadership and direction and ensuring the team functions effectively
- Someone who knows when to foster the leadership of Members and when to take the lead
- Have a deep understanding of the third sector / civil society sector across different contexts, and a clear strategic vision for how the sector can play its most effective role in different societies in changing times
- Experienced at organizational representation at a high and multi-lateral level
- A skilled communicator, negotiator, and influencer, able to respect and where possible resolve differences, and to drive consensus among the membership where it is necessary to maximize impact
- A mediator and networker, able to build coalitions within and between the membership, and with political groupings, national / multi-national bodies and governments
- Able to develop and gain acceptance for policy analysis and recommendations
- Absolute fluency in written and spoken English and with a good working knowledge of at least one other language
- A West Africa citizen or with existing eligibility to live and work in West Africa

Desirable

- Experienced in operating within a Network style or partnership of organizations with a commonly shared purpose but with very broad cultural and organizational diversity
- Aware of the SDG and most of the ongoing actions and civil society's involvement
- Aware of current issues and trends in development across the sectors represented by the members
- Strong command of French and English
- Effective capacity in communication and fundraising

How to apply

All correspondence, at this stage will be sent to the executive committee and to the coordination based in Dakar only through mailing.

Every candidate must provide a CV and cover letter. The statement should be no more than 3 pages long and explain why you are interested in this job and how your skills and experience make you a good fit. The document must be sent in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date

Timeline

Closing date:	20/06/2019
Preliminary interviews:	25/06/2019
Final panel interviews:	To be communicated

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email : kabitor@etd-ong.org ; juliette@ongasmade.org ; gnonsalene@yahoo.fr