



POSITION: Member Engagement Manager (Africa)
REPORTING TO: The Director of Member Engagement
REMUNERATION: Competitive
LOCATION: Africa
START DATE: ASAP



**PUBLISH WHAT
YOU PAY**

Background

Publish What You Pay (PWYP) is the world's largest network of civil society organisations working to promote transparency, citizen participation and accountability in the oil, gas and mining sectors. We work with communities in more than 50 countries, to ensure that the revenues generated by natural resource exploitation benefit all citizens, rather than a small elite.

PWYP was established twenty years ago, and we have come a long way. From a handful of organisations in 2002, the network has grown to include more than 1,000 member organisations across the world. We are a founding member of the Extractive Industries Transparency Initiative, the first global standard for good natural resource governance. Our advocacy has led to milestones in accountability, such as legislation that requires major extractive companies like BP and Total to publish what they pay to governments for their natural resources. Combined, these successes have led to billions of dollars of extractive revenues to be publicly disclosed, a level of transparency that seemed unachievable just a few years ago.

Our global strategy Vision 2025, a people centred agenda for the extractive sector builds on our success in securing unprecedented levels of transparency from the extractive industry, while placing more emphasis on making sure that transparency leads to broader changes that improve the lives of citizens in resource rich countries. It prioritises greater citizen participation in the governance of oil, gas and mineral extraction so that people can exercise their right to take part in decisions that affect them and can hold the powerful to account. It also aims to connect to international efforts to curb poverty and promote sustainable development, redress inequality and prevent disastrous climate change.

PWYP's annual budget of GBP £3 million is supported by a mix of private foundations and government donors, including the Open Society Foundation, the Ford Foundation, the William and Flora Hewlett Foundation, the Sigrid Rausing Trust, Luminare, the NORAD and DANIDA. To preserve its independence, PWYP does not accept funding from oil, gas or mining companies.

We are a growing, fun and dynamic team spread across seven countries and we work with some of the most

courageous anti-corruption and human rights activists in the world. We offer an amazing working environment with a focus on personal and professional development.

Context

The Member Engagement Department is responsible for leading and/or coordinating regional advocacy initiatives and movement building and enabling a learning culture in line with PWYP's Vision 2025 strategy and operational plans. The department is responsible for developing regional work plans and budgets, and for monitoring, evaluating, and learning from the implementation of those work plans as well as the organisation-wide (annual and multi-year) work plans, to adapt approaches for greater impact. The ME department works closely with all other PWYP departments to amplify stories of change from the movement; to design and implement impactful global advocacy campaigns; and to secure and oversee management of human and financial resources to support PWYP members.

The Member Engagement Manager, Africa develops relationships with members, partners, and donors across the African sub-regions, and is responsible for overseeing the development and implementation of sub-regional work plans and of Pan-African work plans/strategies if relevant. S/he manages the (senior) Regional Coordinators in Africa to design and deliver effective advocacy and movement building strategies in their respective sub-regions. S/he supports the department director to secure and oversee resources (financial and human) to deliver sub-regional and Pan-African advocacy, movement building and learning. Where there is currently no Regional Coordinator for a sub-region within the Manager's scope, s/he is responsible for maintaining communication and coordination with National Coordinators in that region and with the relevant governance body representative(s).

Reporting to the Director of Member Engagement, the Member Engagement Manager, Africa supervises the Francophone West Africa Senior Regional Coordinator, Central Africa Regional Coordinator, Anglophone West Africa Regional Coordinator and Consultants.

Key Responsibilities

Advocacy & Campaigning - Lead and/or oversee the effective design and implementation of regional advocacy strategies in the regional cluster that will achieve PWYP's strategic goals for widespread change in extractive sector governance.

- Oversee the consultation on, and development and implementation of, subregional and Pan-African advocacy strategies.
- Participate proactively in the design of global, Pan-African and sub-regional advocacy strategies in close collaboration with the Strategic Communications and Campaigns Manager.
- Support clear communication and coordination mechanisms between global and Pan African, sub-regional and national advocacy initiatives.

Movement Building - Lead and/or oversee the design, delivery and/or facilitation of coalition building techniques and approaches across the regional cluster to further the implementation of PWYP's Vision 2025 strategy.

- Scope out new potential partnerships with strategically aligned organisations across the continent and beyond Develop and preserve good relationships with Africa representatives on the Global Council and with the Africa Steering Committee.
- Oversee all engagement with, and support to, the Africa Steering Committee for strategic impact.
- Facilitate the Regional Coordinators' work with linkages and introductions to strategic relationships

- Develop and maintain mechanisms for monitoring and enhancing member engagement and supporting inclusiveness, diversity, and breadth of PWYP membership in Africa.
- Oversee and support effective communication from staff in the Africa team to members.

Institutional & Strategic Development - Inform the strategic planning, information exchange, recruitment, and fundraising for the implementation of Vision 2025.

- Proactively participate in development of PWYP's annual programme of work, drawing on consultations with Regional Coordinators in the Africa team
- Oversee the development of annual work plans and budgets for the Africa team
- Manage the Africa team of regional Coordinators and consultants and ensure they are well-organised to accomplish strategy & goals in the most cost-effective ways through strategic and correctly executed work systems and procedures
- Actively contribute to resourcing plans for the sub-regions and lead on recruitment of Regional Coordinators as and when relevant

Monitoring Evaluation and Learning (MEL) - Oversee the implementation of monitoring, evaluation and learning practices to inform strategic planning and reflection in the regional cluster.

- Ensure the regular provision of monitoring data from the implementation of strategies in the sub-regions, evaluating results and ensuring they inform future strategy.
- Develop future strategy, incorporating learning from advocacy, campaigns, and movement-building across Africa.
- Foster a culture of learning and innovation among staff and members in the Africa team.

Team Leadership - Manage and/or mentor others towards high standards of performance through defining clear roles & responsibilities, providing appropriate support, and using a leadership style that will drive high levels of engagement and motivation.

- Line manage the Africa team of Regional Coordinators in each sub-region.
- Ensure the Regional Coordinators are clear about what is expected of them and foster an open, collaborative, and solution-oriented culture.
- Assess and support staff development to maximize available talents.
- Proactively address performance issues through timely, constructive feedback and coaching.

Financial Scope - Shared responsibility of a large budget (£200,000-£1,000,000). Responsibility is shared with the Senior Management Team (SMT) through the authorisation policy.

- Managing programme costs in multiple regions, for recruiting and managing consultants and for supporting budget management by the Africa team, necessitating a large sized budget.
- Fundraising in coordination with the wider PWYP staff team, having an impact on PWYP's ability to source funding by building relationships with donors and effectively implementing donor funded projects in line with donor requirements.

Qualifications, Knowledge, and Experience

- Advanced Degree in a relevant field (e.g., Political Sciences, International Development, etc.) or equivalent experience.
- Minimum 5 years' experience in managing civil society coalitions at relevant national and regional levels, at least 3 of which involve advocacy activities at a Pan African level.
- Familiarity with the global extractive industry transparency movement and with the basic structure / operations of the extractive industries in the relevant regions.
- Successful track record of fundraising and maintaining good relationships with donors.

Skills and Abilities

- Demonstrated ability to
 - think strategically
 - design and coordinate the implementation of effective advocacy strategies
 - manage and motivate others via an engaging leadership style
 - use MEL routines to drive increasing impact and continuous improvement
- Strong track record of systematic project management e.g., via application in the workplace of certified project management process.
- Capacity to design and manage budgets.
- Fluency in English is required (written and spoken) and French is highly desirable.
- Excellent written work, including producing reports and funding proposals.

Personality and Behaviour

- Commitment to the vision, mission, and values of PWYP.
- Actively encourages and feels at home in a diverse and inclusive working environment.
- A sense of humour, humility, and collegiality.
- Capacity for self-reflection and a commitment to learning and growth.
- Comfortable and able to work remotely from home.
- Willingness to travel up to 25% to 35%.

***Salary and Benefits:** PWYP takes a rigorous approach to salary setting and operates a remuneration scale based on global equity.

How to apply

Interested applicants should submit the following by e-mail to akofa@ngorecruit.com quoting reference number **NYP001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with PWYP's mission and the unique qualities you will bring to this role

Application Deadline: **9 December 2022**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about PWYP, visit their [website](#) and social media pages: [Facebook](#), [Twitter](#) and [LinkedIn](#).