



**TREE AID WEST AFRICA**

**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Head of Programmes Design &amp; Advocacy</b>
<b>REPORTING TO</b>	Regional Director of West Africa
<b>Direct Reports</b>	Technical Coordinators (WA), Gender and Social Inclusion Officer,
<b>Key relationships</b>	Head of Programme Quality & Advocacy (UK), Advocacy Advisor (UK), Head of Finance & Resources (WA), Head of Programme Implementation (WA), Head of Programme Funding (UK),
<b>OBJECTIVES</b>	Programme Development, Programme design, Tree Aid approaches design, Research and learning, Key Technical Partnerships management. A Technical backstopping role in the region.
<b>LOCATION</b>	Ouagadougou, Burkina Faso with Competences in all Tree Aid West Africa Countries
<b>TYPE OF CONTRACT</b>	2 years contract renewable to open ended contract, subject to performance and fund availability

The Head of Programme Design is a key member of the West Africa Management Team and along with the Regional Director of West Africa, the Head of Programme Implementation and the Head of Finance & Resources is responsible for leading and supporting West Africa operations.

**MAIN TASKS**

**Leadership and Strategy planning (20%)**

- Engage the projects teams to promote Tree Aid’s values and mission in their day to day work;
- Participate in the strategic development of the Tree Aid West Africa programme, as a key member of the West Africa Senior Management Team (SMT);
- Lead the development/updating of the Environment and Forestry situation analysis, and their impact on the rural communities including analysis of TAWA and Country’s specific context ensuring participation and buy-in from all relevant staff, partners and other stakeholders as necessary

- Facilitate the development and pursuit of thematic and cross-cutting strategic priorities in line with Tree Aid Strategic plan, including gender equality, to guide current and future programmes/projects.
- Participate in global discussions and working groups to represent TAWA, and the voice of the beneficiaries and their communities, in strategy design and policy development.
- Support change processes and roll-out new ways of working to improve achievement of the strategic plan in TAWA.

### **Programme Development & Design (40%)**

- In consultation with the Regional Director and Members, ensure technical engagement with donors to pre-position and prepare for opportunities, and engage in strategic positioning work directly as appropriate.
- Identify strategic fundraising leads and concepts and identify and nurture funding opportunities to ensure adequate resources are secured
- Lead the conceptualization and design of cost effective, innovative and high quality projects and programmes,
- Ensure the integration of cross cutting issues into design and implementation including gender, non-discrimination, land tenure, climate change, .....
- Engage with technical experts as needed to ensure high quality, evidence-based designs that draw on needs assessments, learning from past programmes and others partners;
- Ensure partners are identified and appropriately engaged in programme design, linking with the Country Programme teams as need be for assessments,
- Ensure proposal designs and their budgets incorporate organisation approaches as relevant, and build in critical learning questions.
- Ensuring the project budget will enable the project to be delivered as designed.

### **Programme quality and technical support (30%)**

- Ensure that program technical experts engage in larger communities of practice within and external, to link with the most relevant and evidence-based approaches and conduct timely and useful review of project reports to support quality reporting for Strategic Partners and donors and to support advocacy
- Ensure that the different technical sectors of the TAWA Programmes are coordinated, integrated and support each other to optimize programs and projects.
- Facilitate coordination and integration between programmes and projects and between technical sectors
- Ensure the provision of high quality technical assistance and capacity building to all programmes, projects and staff by managing all internal and external technical assistance
- Ensure appropriate levels of technical assistance and capacity building is provided to partners.
- Proactively seek the involvement of appropriate TA UK technical assistance, and ensure excellent coordination and cooperation with incoming technical advisors
- Support the Head of Programme Implementation in ensuring that programmes are successfully implemented and monitored, and that all programs/ projects result in significant improvements for beneficiaries
- Monitor and advance technical and operational quality of programmes, including conducting regular field visits to provide feedback on quality benchmarks, soliciting inputs for design of new programs and collecting ideas for innovation.

- Monitor program Key Performance Indicators and, in partnership with other functions, take steps to improve the quality programming platform to meet agreed upon standards.

### **Safety, Security and others (10%)**

- Work with Regional Director to ensure field site safety and security guidelines are prepared and reviewed at least bi-annually;
- Actively monitor field site safety and security and advise the Regional Director of new developments;
- Carry out such other tasks and responsibilities as directed by the Regional Director and the Director of Programmes.

### **Person specification:**

E = Essential criteria

D = Desirable criteria

### **Personal qualities**

- A commitment to TREE AID's vision, mission and values (E)
- Able to work as part of a cross-cultural team particularly with staff for whom french is not their first language (E)
- Able to work flexibly and be adaptable (E)
- Shows initiative, and can work with minimum supervision (E)

### **Experience**

- Experience of developing and designing forestry and agroforestry projects, NTFP value chains, Nature Based solutions, sustainable land and forest management, forest governance in an international development organisation (E)
- Experience of obtaining funding for projects focused on forestry and agroforestry (D)
- Experience working with governments and international funding agencies (D)

### **Skills/Knowledge**

- Strong knowledge and technical skill in forestry and agroforestry and other related skills;
- Good skill in adult training
- Excellent in donor mapping, building relationships with other stakeholders (potential partners, donors and government) and programme and institutional development (E)
- Excellent capability to partnership development and management (E)

- Ability to manage a team and prioritise activities.
- Excellent organisational skills, ability to work quickly and efficiently with high levels of precision and prioritise a busy workload (E)
- Excellent IT skills specifically Microsoft softwares (ppt, Excel, word,..) (E)
- Excellent communication and presentation skills (E)
- Excellent administration skills (E)

### **Qualifications**

- Educated to Degree level (Master 2 or Engineer) in rural development, forestry, agronomy, agroforestry, business development or agro-economy (E)