

VACANCY ANNOUNCEMENT
Partnership Officer
(Readvertised)





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The African Biodiversity Network (ABN) is a regional network that aims to ignite and nurture a growing network of individuals and organizations across Africa. ABN envisages vibrant and resilient African communities rooted in their biological, cultural, and spiritual diversity, governing their lives, livelihoods and living in **harmony with nature**. ABN has 35 partners and allies ranging from small Community-Based Organizations (CBOs) to large coalitions of CBOs and Non-Government Organizations (NGOs), drawn from fourteen African countries. For more information about ABN, refer to our website: www.africanbiodiversity.org

The ABN is seeking to recruit devoted, focused professional in the position of Partnership Officer. It is a one year employment contract renewable subject to satisfactory performance and funds availability.

Job Summary

Under the overall guidance of the General Coordinator the Partnership Officer will help weave collaborative relations that enable African Biodiversity Network (ABN) to effectively fulfill her Mission and Vision. He/she will identify and nurture such relations focusing primarily on networking and funds development while assisting ABN programme work.

Key Tasks:

- i) Understand ABN's partnership needs and programmes
- ii) Maintain and manage good communication and information flows within the network and support General Coordinator to ensure that all different organs of ABN are kept informed of relevant activities taking place within the network.
- iii) Ensure vibrant networking and communication between partners participating in all sub regional nodes
- iv) Ensure implementation of the annual workplan in line with signed MoUs with partners.
- v) Together with the ABN team, lead the development and implementation of the partnership strategy including but not limited to:
 - o Assisting the ABN's team with ongoing partnership initiatives.
 - o Developing a general funders landscape and other potential partners' database.
 - o Generating leads and opening conversations with key contacts.
 - o Representing and/or accompanying the ABN GC in fundraising and partnership meetings/events.
 - o Searching calls for applications and open requests options for application for funding.
 - o Make presentations and create the proposals to enable partnership opportunities.
 - o Follow-up on community, national and regional conversations/processes relevant to ABN philosophy and actively participate.
 - o Identifying best practices and incorporating new ideas for partnership building at all levels.
- vi) Contributing to the ABN's public relations efforts.
- vii) Coordinating and supporting ABN's board meetings.
- viii) Any other task as assigned by the General Coordinator

General Competencies

- i) Demonstrates integrity by modelling the ABN's values and ethical standards.
- ii) Promotes the Mission, Vision and strategic goals of ABN.
- iii) Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability.
- iv) Strong presentation, writing and negotiation skills, including the ability to elaborate partnership projects and grant proposals.
- v) Capacity to effectively interact with a multiplicity of stakeholders including senior leaders.

Functional Competencies

- i) Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships.
- ii) Plans, coordinates and organises workload while remaining aware of changing Priorities and competing deadlines.
- iii) Establishes, builds and maintains effective working relationships with staff and partners to facilitate the provision of support.
- iv) Innovation and strategic thinking are highly valued.
- v) Strategy development consulting background or experience in an innovative environment are a plus.
- vi) Possibility to travel within a short notice within the continent.
- vii) Working flexible hours to engage partners in multiple time zones.

Knowledge Management and Learning

- i) In-depth knowledge of development issues and funding partners' mindsets.
- ii) Good understanding of funding directions and excellent ability to identify significant funding opportunities.
- iii) Excellent communication skills (written and oral): Sensitivity and responsiveness to all partners, respectful, helpful relations with donors and programme staff.
- iv) Ability to lead implementation of new systems change.

Self-Management

- i) Focuses on result for the communities.
- ii) Consistently approaches work with energy and a positive, constructive attitude.
- iii) Demonstrates strong oral and written communication skills.
- iv) Remains calm, in control and good humored even under pressure.
- v) Demonstrates openness to change and an ability to manage complexities.
- vi) Responds positively to critical feedback and differing points of view.
- vii) Solicits feedback from staff about the impact of his/her own behavior.

Education

- i) University Degree preferably in Social Science such as Anthropology, sociology, International relations, governance, psychology; Economics or related field.

Experience:

- i) Expertise in mapping potential partners/donors and donors-partner relations.
- ii) Strong training & facilitation skills especially in partnerships management.
- iii) At least eight (8) years of experience in the design and application of successful proposal in development projects implemented by national/international NGOs.
- iv) Experience in designing concept notes and leading in developing feasible responses to calls for application on grants/funds.
- v) Proven ICT skills, especially in the development of Knowledge Management Systems and or database software.

Language Requirements:

- i) Fluency in written and spoken English
- ii) Knowledge of speaking and writing any other regional language, preferably French is an added advantage.

How to apply

Interested candidates who meet the criteria should send their application accompanied by detailed Resume, names of at least two referees as well as the current and expected gross salary to The General Coordinator through the abnsecretariat@africanbiodiversity.org cc accounts@africanbiodiversity.org indicating the position applying for in the subject line by **24th February 2022**.

ABN is an equal opportunity employer

Only shortlisted candidates will be contacted