

JOB DESCRIPTION

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| Position title: | Institutional Partnerships Lead, Africa |
| Reports to: | Policy and Partnerships Director, Africa |
| Supervises: | Functional links with the Regional Sustainable Investment Programme Coordinator, the Institutional partnership focal points and the AEF Project Manager |
| Grade: | TBA |
| Location: | Abidjan, Cote d'Ivoire |
| Date: | June 2018 |

I. Mission of the Department: To lead, oversee and coordinate WWF's conservation efforts in African by defining regional conservation priorities, linking it with global conservation outcomes, monitoring progress, assessing impact and developing creating policy frameworks. To help the WWF Africa Offices and the Network grow in strength and influence by supporting in the development and implementation of strongly defined and engaging communications and marketing strategies.

II. Major Functions: The Institutional Partnerships Lead for Africa provides high level leadership, liaison, linkages, analysis, strategic information, representation and support for delivering conservation impact at scale, influencing global priorities, and building influential and credible offices through building and maintaining partnerships in Africa. To that effect, the Lead ensures effective and efficient engagement of WWF with key institutional partners in Africa and globally. She/He acts as the Africa Development Bank Relations Manager and is the central focal point in a team responsible for the development, facilitation and coordination of the WWF Network's partnership with the African Development Bank.

III. Major Duties and Responsibilities:

- As the AfDB relations manager:
 - Work with the WWF Africa's offices to define the strategy, outcomes, work plan and budget for the next stages of the Partnership;
 - Maintain and coordinate a high-level partnership dialogue between WWF and AfDB.
 - Act as the central focal point in supporting, facilitating and monitoring relations with the AfDB at home office level, while also providing guidance and coaching to build decentralized engagement between WWF offices and AfDB resident missions in the sub-regions;
 - Mobilize the Network to interact with Afdb on policy, technical, technical and programmatic issues;
 - Track and alert offices of AfDB's emerging priorities and programmes especially in regions of interest
 - Synthesize and communicate learning on engagements with the AfDB with WWF Network and its stakeholders;

- Share experiences, best practices and lessons on working with AfDB;
- Prioritize and align institutional partnerships based on the pan-African conservation strategy, country strategies and practice strategies;
- Lead WWF's relationship with priority pan-African institutions and processes, including the African Development Bank, African Union Commission, NEPAD Agency, Regional Office for Africa of the UN Environment, AMCEN, and AMCOW
- Ensure that priority partnerships are functioning effectively and are underpinned by:
 - A clear understanding of the areas of mutual interest;
 - A work plan with ambitious but realistic conservation objectives;
 - The necessary skills and capacity to service the relationship and work plans.
- Co-ordinate and align WWF expert input into institutional partnership opportunities and PSPs;
- Coordinate and build capacity of country offices and trans-boundary programmes in strategic and technical engagement with institutional partners;
- Support and facilitate strategic institutional partnerships and engagements with the Africa Ecological Futures initiative;
- Ensure the establishment of institutional partnership management tools in close coordination with relevant functional global teams;
- Performs other duties at the request of the Policy and Partnerships Director, Africa.

IV. Profile:

Required Qualifications, Skills and Competencies

- Appropriate university qualification (preferably at Masters level) in international relations and development, environmental policy or related fields;
- At least 10 years of experience and a demonstrated track record in institutional relations or in high level international and regional policy and advocacy work;
- A demonstrated track record of high level engagement with key international, pan-African, and regional institutions and processes (e.g. AUC, African Development Bank, NEPAD, AMCEN, RECs);
- Very strong interpersonal skills and ability to build strong and productive relations with high level office bearers within key institutions;
- Strong background in diplomacy and strategic sense and ability to think on their feet in pressure situations;
- Ability to work closely with WWF conservation and policy staff, and other technical experts, to ensure we are able to capitalize on these opportunities;
- Ability to drive strategic relations through to conservation delivery;
- Strong management and leadership skills with a high degree of accountability;
- Experience in working in Matrix and Network organisation and the ability to lead without formal authority;
- Strong expertise and experience in some thematic areas of joint relevance to WWF and the AfDB, including, Climate change, energy, sustainable finances, agriculture, will be an asset;
- Strong interpersonal skills, able to interact with and influence senior management staff in Country Offices and relevant staff in different functional areas in a positive manner;
- Highly analytical and strategic with the ability to see the big picture and context;
- Deep understanding of African conservation and development issues;
- Strong advocacy and lobbying skills;
- Strong oral and written communication skills in both English and French;
- Passion and commitment for conservation and sustainable development;

- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

Internal – Works closely with the Policy and Partnerships Director, Africa Director, Country Office management teams, WWF International Secretariat, Global Public Sector Partnership Team, Practice Teams, and wider WWF network offices. Functional relationships with the Regional Sustainable Investment Programme Coordinator, the Africa Ecological Future Project Manager and the Focal Points of the institutional Partnerships within offices.

External – Key institutional partners, the AfDB relevant entities, donors, governments and other partner organizations, as appropriate.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Line Manager: _____ Date: _____

Accepted by Departmental Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____