



Mission inclusion supports innovative and mobilizing community actions in favour of the social inclusion of vulnerable or marginalized people in 14 regions of Quebec and in 12 countries around the world. One of the few foundations in Quebec to show its solidarity at home and abroad, **Mission inclusion** supports actions resolutely focused on profound and lasting social change. It builds quality relationships with partners, many of whom have marked the social development of their countries. **Mission inclusion**, in 2019, adopted a new name and programming strategy, which are a great source of motivation for its team, and is currently looking to fill the position of:

DEPUTY CHIEF of PARTY **Nairobi, Kenya (for nationals only)**

JOB SUMMARY

Under the supervision of the Chief of Party (CoP), **Mission inclusion** is seeking a Deputy Chief of Party (DCoP) for a regional program in 5 countries of Western Indian Ocean (WIO), funded by Global Affairs Canada (GAC). The DCoP reports directly to the CoP and ensures technical implementation of high impact, proven interventions that meet stated goals and reporting requirements. The DCoP will work with the CoP and other senior staff as well as with key partners to lead the coordination for technical and operational aspects of the project. Also, the DCoP will coordinate and oversee the program activities under the pillar “Blue People” to ensure efficient technical and operational support for the project team. This role is based in Nairobi at the regional hub of ReSea program.

PROGRAM SUMMARY

Mission inclusion (Mi) aims to deliver the Regenerative Seascapes for People, Climate, and Nature Program (ReSea), in partnership with the International Union for Nature Conservation (IUCN). This program is funded by GAC and has the objective of enhancing the physical and socioeconomic resilience of people living in coastal communities to adverse impacts of climate change in the Western Indian Ocean (WIO) region. Anchored to the WIO-led and Africa-driven Great Blue Wall (GBW) initiative, the establishment of a network of sustainable, resilient, and inclusive seascapes to reduce vulnerability to adverse impacts of climate change of 350,000 people, including women, men and young people, living in coastal communities in Kenya, Tanzania, Mozambique, Comoros and Madagascar. The program is built upon three key pillars: Blue Planet (conservation), Blue Nature (Nature-based Solution (NbS) focus), and Blue People (women's and youth leadership in the blue economy).

KEY ROLES AND RESPONSIBILITIES

- Ensure, with the CoP and other senior staff, the successful implementation of project activities according to the contractual requirements with GAC (i.e., all activities and deliverables are completed within the agreed timescale and budget, targets are reached regarding the different outcomes and outputs, reports are submitted on schedule, and any other requirements or criteria are fulfilled).

- Collaboratively with the CoP and Team/partners, design and regularly update detailed annual work plans and ensure these are used by the team appropriately to monitor progress towards completion of program objectives.
- Ensure technical alignment of programmatic and financial reports for the donor, government, and Mi.
- Work closely with the CoP and other project staff to ensure reports are of the highest technical quality and submitted on time to the donor.
- Ensure quality control for technical content and strategic relevance on all technical activities, concepts, scopes of work, deliverables and ensure that reasonable deadlines are set and met, and all written products are of a high-quality and near ready for both internal and external use. Work closely with the Communication and Advocacy Coordinator, Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator to ensure that the learning products developed contribute strategically to the ReSea Project MEAL and Communications Strategies.
- Support the CoP to oversee the technical, financial, and administrative aspects of the contract, including staff management and quality assurance.
- Review technical work plans and deliverables to ensure consistency with GAC quality standards and contract requirements and to comply and adhere to the grant compliance regulations of Mi and GAC.
- Mentor and supervise direct reports to achieve their work plan objectives, and to contribute to the achievement of the program goals.
- Maintain good working relationships with officials, government ministries, implementing partners, and the international and local NGO community.
- Support Seascope managers to implement the ReSea program and collaborate daily with IUCN technical lead to identify and answer technical support needs.
- Coordinate and monitor country/seascope—level activities, identify challenges, and develop appropriate reporting and results of project activities including progress and annual reports.
- Attend and actively participate in periodic program meetings and ensure a summary of progress and challenges are prepared and presented with follow-up actions as required.
- Work with the CoP to be accountable for all budgets, financial tracking and reporting requirements and answer to related inquiries by GAC and Mi.
- Work closely with the CoP, Mi headquarters and Regional Finance team to develop, manage, and maintain the project’s financial, operational, and contract systems and processes, ensuring compliance with GAC requirements and Mi organizational policies, and enabling transparency, accountability, and accuracy.
- Support the CoP in providing direction and guidance to subcontractors and staff on compliance issues, procurement standards/requirements, and other administrative, financial, HR, and logistical questions.
- Work closely with the CoP to develop and maintain a vibrant team with a learning culture.
- Adhere to Mi gender and inclusive development best practices and serve as a model for ReSea project staff regarding gender, inclusive development, and social inclusion.

QUALIFICATION AND POSITION REQUIREMENTS

- Master’s degree in relevant area of expertise preferred, such as business administration and sustainability, nature conservation and management, environmental studies, education, or international development.

- Prior experience as DCoP, CoP, Project Director, Operations Lead or Coordinator ideally within an international funded project such as GAC, USAID, EU, GIZ, FCDO...
- Minimum of five to seven years of professional experience in supporting, managing and/or implementing complex economic empowerment, nature & conservation, rural development, agriculture, environment projects.
- Expertise in one or more of the following areas preferred: economic empowerment, activities generating revenues, women entrepreneurship and building resilience capabilities and assets.
- Excellent oral and written communication skills in English. Fluency in French and/or Portuguese is highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to work effectively with government representatives, private sector entities, local community organizations, donors and other stakeholders, particularly at the subnational level.
- In-depth knowledge of major donors' approaches, regulations, compliance, and reporting requirements (GAC, USAID, EU, GIZ, FCDO...). Experience with GAC is an asset.
- Knowledge of policy advocacy, influencing and partnership management/engagement. Demonstrated effectiveness in strategic thinking and policy analysis and dialogue with local and national governments and regional/global organisations.
- Strong strategic planning, organization, and problem-solving skills.
- Excellent team building and interpersonal skills and successful experience in managing and motivating diverse teams of staff and consultants at all levels.
- Excellent interpersonal and communication skills (written and oral). Communication and facilitation techniques would be valuable for both internal and external audiences.
- Demonstrated ability to inspire and enable others through teamwork, training, and capacity building to realize organizational objectives, training or experience in institutional capacity building/strengthening and training methodologies.
- Personal commitment to gender equality, children rights and social inclusion.
- Proactive, resourceful, solution and results oriented, creative and flexible.

CONDITIONS OF EMPLOYMENT

- Duty Station: Nairobi, Kenya, with 20% of travel (national or international events).
- Contract: Fixed-term consultant contract, which may evolve into an employee contract.
- Starting date: As soon as possible, ideally before November 2023.

HOW TO APPLY

Interested and qualified candidates should follow the instructions below:

- Send their resume and cover letter by email, to HR-RH.international@missioninclusion.ca.
- In the subject line of the email (email), indicate the name of the position "DCOP_regional Hub_Nairobi".
- Name their documents as follows: "First Name _Resume" and "First Name _Cover letter".
- Deadline for applications is October 10th 2023 at 0 a.m., local time in Nairobi.

Only those selected for an interview will be contacted.

Human Resources Department/*Mission inclusion*

Site Web: <https://missioninclusion.ca/en/career/>

Email: HR-RH.international@missioninclusion.ca

Mission inclusion is an inclusive workplace that embraces accessibility, diversity and equality. At any time during the recruitment process, provided they meet the requirements of the position, a candidate may request accommodation. Mission inclusion takes a non-discriminatory approach to recruitment and fosters a diverse workforce.