



Organization	Regional Education Learning Initiative Africa (RELI Africa)
Position	RELI Kenya Country Coordinator
Reports to	RELI Africa CEO
Location	Nairobi, Kenya
Date of Advert	Monday 20 th March 2023
Closing Date	April 7 th , 2023
Start Date	April 2023

About RELI Africa Network

RELI Africa is a peer learning initiative and policy influencing network comprising over 70+ organisations in Kenya, Uganda and Tanzania. The network brings together a diverse, energetic, and impactful group of members from across East Africa working to ensure inclusive learning for all children in East Africa by leveraging local knowledge and expertise to influence education policy and practice. RELI members are local education organisations and individuals in the East African region, working for the most vulnerable children.

About the Kenya Country Coordinator

Reporting to the RELI Africa CEO, The RELI Kenya Country Coordinator role lies at the heart of the Network, facilitating optimal performance, strengthening membership and linking members through their work, supporting thematic groups in learning, and ensuring that RELI performs efficiently to achieve learning for all children in the respective country of operation.

In addition, you will be an active member of the team, contributing to internal knowledge sharing, best practice development and team engagement. This is a great opportunity to use your existing team engagement and technical skills, while growing your coordination capabilities within a rapidly growing organisation.

Minimum Qualifications and Experience Requirements

- Master's degree or equivalent research qualification in education, Development Studies, International Relations or relevant field.
- At least 7 years of working experience including experience in a management position.
- Experience managing programmes, preferably in a technical area, community development and/or Education-focused programming - at least two projects fully implemented from the design to the final reporting, including design and organizing, needs assessments, design of monitoring tools and reporting both on the financial and narrative levels.
- Demonstrated technical expertise in network or partner coordination in multi-faceted work
- Substantial experience and knowledge of effective financial and budgetary control and fundraising.
- Experience in donor report writing and Monitoring, Evaluation, Reporting and Learning.
- Previous experience of managing and developing a team and the ability to inspire, lead, and motivate others to deliver programme objectives.
- A deep and genuine commitment to Education.

Personal Skills

- ICT
- Data and Budget management
- Grant management & Reporting
- Problem solving
- Influencing people
- Delivering results
- Adapting approaches
- Fostering teamwork
- Partnership building and strategic networking.
- Communication
- Planning & organising

Competencies

- Ability to analyse information, evaluate options and to think and plan strategically.
- Exceptional written and verbal communication skills including high-level presentation and media spokesperson skills.
- Demonstrated ability to communicate with and influence others and build collaborative relationships internally and externally.
- Excellent organizational capacities, as well as planning; Ability to manage competing priorities and multiple tasks, and deliver to time.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy.
- Excellent verbal and written communication skills.

Key Responsibilities

COORDINATION AND REPORTING (40%)

- Oversees and coordinates key learning events and activities (thematic groups, national and regional levels).
- Facilitates peer learning and information sharing within RELI in the country of operation.
- Hosts RELI leadership meetings and organizes support to RELI Country Leads.
- Coordinates with Thematic Group Leaders and facilitates implementation of annual work plans.
- Communicates regularly on RELI membership and other key tasks prioritized by RELI.
- Maintains regular communication and reporting to:
 - RELI funders and other stakeholders.
 - RELI support team.
 - Member organization CEOs/Project Leads.
- Co-ordinates RELI communications and oversees online presence in the country of operation.
- Manages membership charter, new member applications, and membership terminations.

LINK TO GOVERNMENT AND STAKEHOLDERS (25%)

- Links RELI to relevant individuals and units in the Ministry of Education within the country of operation.
- Establishes links to other external stakeholders and brings in RELI leaders as required.
- Coordinates with thematic groups for the finalization of evidence and information products to inform policy.

MONITORING, EVALUATION, LEARNING AND FUNDRAISING (20%)

- Attends meetings, captures and share learning.
- Supports thematic groups in finalization of data and evidence products for dissemination.
- Follows up with consultants on finalization of assignments, monitors and reports on consultants' performance for action by Thematic Leads.
- Shares calls for funding proposals with members and coordinates with and supports RELI leaders and thematic groups for submission of quality applications.

- Work closely with the Knowledge hub to build the capacity of thematic groups to submit complete and accurate data and maintain an up-to-date database for the network.
- Document human interest stories, case studies and recommend sites for feature stories.
- Retrieve, document and share learnings from Kenya reports to inform broader regional learning.

GROWTH AND DEVELOPMENT (10%)

- Develop and thereafter operationalize a strategic growth plan for RELI in the county of operation. Co-ordinate with other country hubs as necessary.
- Develop a funding and partnership pipeline towards the sustainability of RELI.
- Facilitate the registration and compliance of RELI.
- Design and implement training and capacity building support for the RELI leadership team.

OTHER (5%)

- Attend, and fully participate in, network and staff meetings and retreats as required.
- Perform such other duties as may be required from time to time.

Submission of Interest

Interested candidates who fully meet the above criteria are invited to send their applications to jobs@ziziafrique.org copying reli-kenya@ziziafrique.org along with the following:

- Cover letter (indicating interest and past experiences from similar projects)
- An updated Curriculum Vitae (with references)

Applications are to be submitted **on or before 1700 (EAT) on 07th April 2023**. The subject of the application letter or e-mail should read '**RELI Kenya County Coordinator (Consultancy)**' and the Cover letter should be addressed to:

Regional Education Learning Initiative (RELI)
C/O The Executive Director,
Zizi Afrique Foundation
NAIROBI, KENYA

Only e-mail applications will be accepted. Incomplete applications will not be considered, and only successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Regional Education Learning Initiative is an equal opportunity employer.