



JOB ADVERTISEMENT

Regional Head, East Africa

Full-time staff position based in Nairobi, Kenya, with up to 30% travel.

November 2022



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the program and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programs and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of Work

The role offers an experienced development sector professional the chance to support Integrity's growing portfolio of work in East Africa by leading on the implementation of our regional Business Development strategy, developing key client relationships, building winning teams and bids, and overseeing strategic programs and projects.

Regional Head of East Africa (RHEA) will be based in Nairobi, with expectations for travel within the region and further afield. You will work closely with Integrity's senior management across the business to oversee the development and implementation of our regional BD strategy, a growing project portfolio that includes multi-year contracts, and the development of a range of key client relations. The role will report direct to Integrity's COO with key internal clients across the Services and Business Teams, while managing Nairobi-based team members.

Terms of Reference

The RHEA role requires an experienced, proactive, and energetic individual with strong leadership, management, proposal management, negotiation, and people skills. The right individual would combine the drive to compete for and win large-scale contracts with the emotional intelligence required to work across different teams, geographies, and cultures.

A. Business Development and Account Management (50%)

- Play a key role in the design and execution of the East Africa strategy.
- Deliver on East Africa strategy by winning, negotiating, and taking to contract the right mix of work opportunities.
- Ensure a technically relevant, financially attractive, and secure pipeline of future work across a range of key clients, geographies, services, and sectors.
- Prioritize key and strategic accounts within USAID and other relevant USG or US based accounts.
- Lead and support company-wide on technical and commercial tenders and contractual negotiations in the region.
- Identify and build relationships with key accounts in East Africa including key government and private sector clients to understand their needs and work to identify solutions.

B. Project Delivery (30%)

- Lead select contracted programmes in the region in governance or management capacities as Program Director or as a member of the program's governance board.
- Lead on programmatic responses to strategic risks and opportunities.
- In close collaboration with the Services Team, balance internal and external resource requirements to optimally deliver a portfolio of contracted projects and programs.
- Be accountable for ensuring programs are delivered on time, on budget, to high levels of quality and in keeping with Integrity's ethics and ethos, by effectively managing and/or overseeing program teams.

C. Operational And Project Support (10%)

- Ensure the support, facilitation and safety of all Integrity staff and consultants working in East Africa.
- Ensure regional support to the security, logistics and safe delivery of all projects in East Africa, in close consultation with the Corporate and Operations teams.
- Understand, analyze, and effectively communicate security, reputational, delivery, resource, and pipeline risks.

D. Staff Management (10%)

- Provide senior leadership and line manage select Integrity staff and consultants.

Your Experience and Expertise

You will have:

- A Bachelor or Master's degree in international development, international relations, business administration or a related discipline.
- 10+ years' experience in business development, project and program management and other relevant fields, including 10 years of experience managing complex international donor proposals. Demonstrated experience in direct management and/or oversight of USAID projects.
- Demonstrated experience in winning, contracting and directing large projects and programs with major donors, including USAID and the World Bank.
- Extensive experience leading BD teams and serving in multiple proposal roles, including capture and proposal manager, technical writer, and reviewer. Excellent writing, editing and communication skills. Ability to produce clear, compelling, motivating communications and to learn new audiences quickly.
- Demonstrated experience managing a diverse client base and donor pipeline.
- Demonstrated experience working with international teams in different locations to successfully deliver bids.
- An excellent ability to communicate, work in a team, and collaborate with individuals with diverse technical backgrounds and with external stakeholders including government entities and international agencies.

It is **desirable** that you will also have:

- An understanding and experience of working with Foundations (GATES, HP, Rockefeller etc).
- MEL experience in the international development or consultancy sectors.
- Experience in fragile and conflict affected environments.

Languages

- You will be fluent in written and oral English, with the ability to write clear and compelling narrative to a high standard.
- Fluency in Swahili, French and Arabic also desirable.

Competencies

The candidate will have:

- Sound financial fluency.
- A diplomatic and personable approach to developing and managing relationships and representing the Integrity brand.
- A trusting and empowering approach to mentoring and managing team members.
- A considered, methodical, and intelligent approach to critically evaluating terms of reference and developing winning proposals.
- The ability to work under pressure and to tight deadlines with flexibility, efficiency and good nature.

- An ethical approach, personal integrity and a strong sense of self.

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

How to Apply

If you are interested in applying for this position, please complete the application form at <http://www.integrityglobal.com/apply-s1/> and attach a CV and Cover Letter explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **30th November 2022**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in Kenya.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by US data protection laws.