



## Job Opportunity

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**Job Title:** Area Manager, Puntland, Somalia.

**Duty Station:** Puntland, Somalia.

**Type:** Fixed-Term (12 months with possible extension)

**Deadline:** 15<sup>th</sup> September 2017 (midnight EAT)

### Background

The Somalia Stability Fund is a multi-donor fund working towards a peaceful, secure, and stable Somalia. It offers Somali stakeholders a source of multi-year funding that can respond to local needs and opportunities. Its aim is to provide sustained support over the longer term to local process of building stability in Somalia, and to help areas become stable over the medium-term whilst building their linkages to a national framework.

The Stability Fund aims to contribute to enhancing stability in Somalia through the following anticipated outcomes:

1. *Stabilisation:* Stability in the newly recovered areas is enhanced, characterized by improved relationships between communities and improved population's acceptance of the government's authority.
2. *State-Building:* Targeted state institutions have increased their legitimacy and their capability.
3. *Conflict Prevention and Management:* Communities' vulnerability to conflict has been reduced by addressing grievances, tackling drivers, and supporting critical actors for peace-building.

The SSF is guided by key principles of local ownership and sustainability. It is committed to high-quality programming. The key implementation principles for SSF II include:

1. *Root causes* – SSF will invest in tackling the structural drivers of conflict, rather than the symptoms, striking a balance between supporting short-term stability and addressing fault-lines (e.g. making elite settlements more inclusive) and creating conditions for long-term stability (e.g. deepening popular participation and gender quality).
2. *Context-appropriate* – SSF strategy and programming will be based on regular analysis and scenario-planning, ensuring a flexible and adaptive approach which responds to changes on the ground.
3. *Engage with the politics* – the Fund will use project funding and the SO's influencing role to advance policy objectives, help to build confidence in political processes and underpin the agreements that come out of them, including through use of performance funding where opportunities emerge.

4. *Learning and adapting* – SSF will develop a learning agenda which supports the iteration and adaptation of strategy and programming in line with emerging evidence and lessons.
5. *Coalition-building* – SSF will work in coalition with a range of actors to pursue policy objectives and use diverse fora to share SSF learning and encourage a commonality of intent.
6. *Local ownership* – SSF will ensure alignment with government priorities and regular engagement including through a more formal 'Review Board'; while maintaining a strong focus on community engagement and responsive delivery.
7. *Geographic targeting* – SSF will engage at the FMS and district level, ensuring a broadly equal allocation of funds across FMS
8. *Gender and conflict sensitive* – SSF investments will aim to positively address conflict dynamics and shift gendered power relations to promote women's empowerment.
9. *Partnership approach* – SSF will forge delivery partnerships with government, the private sector and civil society, ensuring government visibility in order to build acceptance and credibility with the community.
10. *Catalytic approach* - SSF will seek to test new models and approaches and catalyse other development partners to enter new areas and take over from SSF.
11. *Risk management* – SSF will take a balanced portfolio approach to risk, prioritising some districts which are highly fragile and difficult to access and others which are easier to access, but also important for stability (e.g. because they are likely to receive high numbers of refugees and IDPs).

## Purpose

SSF's investment portfolio requires an Area Manager to lead conflict sensitive and Gender Equality and Social Inclusion (GESI) aware program design for SSF II projects in Puntland and other locations in Somalia.

The Area Manager for Puntland will be the Head of Office in Garowe and manage a team of four staff. The Area Manager will develop and manage relationships with key Somalia stakeholders, particularly government counterparts, traditional leaders and representatives of private sector and civil society organisations. He/She will be responsible for all aspects of design, delivery, contract management, stakeholder engagement, risk management, budgeting, monitoring, evaluation, reporting and capturing lessons learned. The Area Manager is also expected to support SSF with the development of strategy documents and other analytical products.

## Key Tasks and Responsibilities

### 1. Leadership

- Support the Team Leader in inspiring, motivating and driving the team to deliver the vision and objectives of SSF
- Support the Team Leader in ensuring all team members – and in particular the country team – are aware of the programme strategy, principles, how they are important, and how the team members' specific work fits into and supports them
- Ensure good team ethic, spirit and collaboration across the team, in particular the country team
- Support the Team Leader in ensuring team cohesion across different work locations
- Conduct performance management reviews of the Puntland team

### 2. Programme Delivery

- Head of the Puntland office in terms of all operational matters that include security, logistics, and the day to day running of the office; and
- Coordinate and support the Investment Managers on programmatic and project management issues.

- SSF's key relationship manager for the specific region, acting as the liaison to the Government; and
- Maintain relationships with counterparts, traditional leaders, private sector and civil society organisations and all other stakeholders.
- Lead the project design phase by evidencing the steps from concept origination to design.
- Prepare the Business Case as part of documenting problems raised by key stakeholders to include Government, civil society, private sector, Secretariat's Office, Joint Donor Committee or the Fund Management Team.
- Conduct and prepare a Needs Assessment and the approval request as required, using the Results Framework to guide in the development of the work plan, M&E plan, budget and the type of procurement to undertake; and
- Ensure all required formal approval decisions and supporting documents are recorded and filed accordingly for next steps to be taken.

### **3. Procurement**

Lead and coordinate the procurement process identified in the project design, to be conducted using the Call for Concepts, Request for Proposal or through Direct Procurement and include but is not limited to the following tasks:-

- Ensure completeness of solicitation documents prior to release;
- Ensures the concepts were received in good time within the deadline for submission; verify that concepts were appropriately filled out and that supporting documents were submitted;
- With the support from the Finance team, organises the bidders' meeting and site visits with the shortlisted applicants to present SSF's requirements, evaluation criteria, appropriate communication channels and the RFP deadlines and response to clarification questions;
- Prepares minutes of the bidders' meeting for the purpose of documentation as well as ensuring transparency and information transfer to all shortlisted applicants;
- Coordinates the Project Evaluation Team (PET) for the timely review and evaluation of proposal/bids;
- Ensure the preparation and submission of the proposal/bid evaluation report for review and approval;
- Ensure relevant fund management team members are involved, consulted as necessary and in a timely manner;
- Coordinate with the Risk and Assurance team for a Due Diligence & Capacity Assessment(DDCA) to be conducted for the relevant organisations;
- Collaborate with the preferred applicant to refine the design of the proposed investment and develop a capacity building plan.;
- Prepare the request for Decision Memo approval, recommending the selected investee/s or vendor to engage with; and
- Prepare the contractual agreement with relevant annexes for investment with the selected investee/s or vendor.

### **4. Investment Performance Management**

- Lead the performance management of investments, ensuring procedures and controls are adhered to during implementation of Accountable Grant Agreements and Contracts.
- Manage all aspects of financial and progress reporting.
- Identify risks and recommend mitigation measures
- Ensure Conflict Sensitive and GESI compliant project implementation
- Oversee all aspects of investee contract and performance management from inception to close-out
- Lead drafting of monthly, quarterly and annual report for Puntland especially capturing lessons learned
- Contribute to value for money and risk assessments

## Coordination

The Area Manager shall coordinate with the fund management team members as and when necessary and relevant on all aspects of investment design, performance management and close out to ensure adequate support is obtained, lessons are learnt and shared through the fund.

## Deliverables

- Contribute Puntland Regional Strategy updates and other political analysis products to ensure SSF investments are adapting to the context
- Lead the preparation of monthly, quarterly and annual narrative and financial reports for Puntland
- Prepare monthly and quarterly risk registers
- Provide regular updates on the performance management of investments to include but not limited to ongoing and anticipated activities, risk management, lessons learnt, capacity building trainings; and
- Other Deliverables as requested by the Team Leader or Country Manager.

## Reporting

The Area Manager will report to the Deputy Team Leader and Team Leader.

## Qualifications

- Minimum five-eight years' experience in designing and managing all aspects of investments on development projects in Somalia
- Advanced Degree in a relevant field
- Prior experience working in a leadership role on governance, stabilization or peacebuilding programs
- Excellent network with Puntland government, civil society, and private sector
- Good English language writing skills
- Fluency in Somali is required

If you meet the above criteria please send a covering letter and your CV (maximum of 4 pages total) to [procurement@stabilityfund.so](mailto:procurement@stabilityfund.so), referencing 'Area Manager - Puntland' in the title of your email.

***Due to the large volume of applications we receive, only shortlisted applicants will be contacted. Canvassing will lead to disqualification.***