

Job Description



Job Title:	Impact & Accountability Lead		
Cluster:	Impact & Accountability		
Salary:	US\$ 61873.00 per annum excluding benefits	Contract Type:	12 months with the possibility of renewal
Location:	Remote, candidates must have the right to live and work in their location		
Reports to:	Chief Officer Innovation and Sustainability		
Direct Reports:	Impact & Accountability Officer (I&A), Data Specialist, Impact & Accountability Officer, project-related resources, and relevant consultants		
Job Role			
Role Overview:	<p>The Impact & Accountability Lead role is responsible for designing and implementing <u>cross-organisational strategy</u> processes and systems to understand, learn and adapt to increase our collective impact. This includes responsibility for strategy development and review processes, implementation of strategy results and accountability frameworks, including the oversight of core planning and reporting requirements, and accountability for the delivery of the I&A team mandate. The role drives the organisational agenda towards being an accountable organisation, at all levels, to all stakeholders. The role contributes to sector-wide learning and innovation around <u>organisational strategy development and review</u>, monitoring, evaluation, and impact. It also <u>creates mechanisms for a collective understanding of</u> the overall effectiveness and performance of CIVICUS against its strategy, thereby providing key insight and feedback, keeping the organisation on track, and ensuring that key milestones are achieved and final outcomes are reached.</p>		
Areas of Responsibilities	Key Activities		
Impact and Accountability	<ul style="list-style-type: none"> • Oversee the design and implementation of fit-for-purpose organisational evaluation and monitoring processes and systems, • Evaluate organisational progress against strategy for the CIVICUS Secretariat, including strategy development and mid-term and end-term reviews. • Monitor organisational impact and effectiveness for the CIVICUS Secretariat through the effective implementation of the Integrated Results Framework • Ensure the I&A team delivers on internal and external reporting requirements (board, donor, accountability, project reports etc.) • Work with teams to refine systems to capture key qualitative data, especially in relation to organisational learning and our critical learning questions. • Ensure CIVICUS meets its accountability commitments and continues to deepen its approaches 		

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<p>Multi-stakeholder engagement</p>	<ul style="list-style-type: none"> • Design and implement strategies and processes to embed a culture of evidence-based decision-making and collective ownership on organisational impact; • Provide feedback on project strategies and activities to increase project and collective learnings and outcomes; • Provide project-level monitoring and evaluation support to projects, specifically in proposal and project design; this could include line management of project-level M&E staff as required. • Facilitate and/or participate in annual project reviews, planning workshops, and report preparation as required.
<p>Leadership capacity development and</p>	<ul style="list-style-type: none"> • Convene cross-cluster engagements to promote collective ownership on progress against strategy and impact of our work; • Scan external environment for sector trends and incorporate new innovative approaches into CIVICUS' M&E ways of working • Guide the I&A Team in the rollout of effective M&E accompaniment to strengthen organisational capacity to deliver our strategic results framework. • Contribute to sector-wide thought leadership on monitoring, evaluation, learning, and impact in our sector. • Find innovative ways to fundraise for increased capacity to support our impact, accountability, and data work.
<p>People and financial management</p>	<ul style="list-style-type: none"> • Effectively manage the allocated budget line items as they relate to the cluster; • Ensure adherence and alignment to Civicus policies in relation to team recruitment, selection, and retention • Conduct probation, and performance management according to HR timelines • Support the development of staff within the team. • Develop a team culture that values collaboration internally, cross-functionally, and in partnership with partners where applicable. • Develop, monitor, and update the half-year, quarterly, and monthly work plan, and budgets to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible. • Develop and track budgets and approve expenses, ensuring deliverables are within allocated budget and follow organisational procurement policies
<p>Civicus Values and Change Management</p>	<ul style="list-style-type: none"> • Establish a team culture of excellence that values continuous improvement. • Ensure personal and team culture that demonstrates all Civicus's values
<p>Other</p>	<ul style="list-style-type: none"> • The role holder will from time to time be required to carry out any other duties that are within the scope of the job. • All staff will demonstrate Civicus values and principles in all their professional relationships and any interactions that may reflect on Civicus
<p style="text-align: center;">Person Specification</p>	

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Education, Language & Qualifications	<ul style="list-style-type: none"> • A postgraduate/ higher degree (Honours/Masters) in a relevant field • Fluency in English essential
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • A minimum of 6 years work experience in M&E, impact assessment, organisational planning, and reporting and management experience • Demonstrated commitment to civil society strengthening. • Commitment to Civicus's vision, mission, values, and ways of working. • Proven experience in designing, implementing, and operating M&E Systems with proven data management and analysis skills. • Applied familiarity with developmental evaluation initiatives, modelling, and utility • Excellent written and verbal communication skills, especially English report writing. • Excellent interpersonal communication capabilities in multicultural environments; as well as conflict management skills. Creative problem-solving skills and resourcefulness in facilitating progress. • Ability to interact with a vast range of end-users (i.e.: peers, colleagues, members, donors, partners), and to represent CIVICUS at a high level. • Multi-stakeholder project delivery (at least 2 years). • Experience in management of 1-2 subordinates (includes staff, interns, volunteers, and consultants). • Applied budget development and monitoring as well as expense control experience; • Confident self-starter, requiring minimal supervision with a sharp focus on goals, with a similarly sharp understanding of her/his learning needs. •
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Strong analytical and critical thinking skills; ability to do blue sky thinking is a huge plus; • Understanding of project management principles and application, with a focus on budget management and program monitoring, and fearless in proposing fundamental rethinks of the above. • Creative problem-solving skills and resourcefulness in facilitating progress; • Software literacy going well beyond common office suites and applications; must have a high degree of comfort (close to a digital native's level) with web-based apps, social media platforms, project management, and innovation tools.