

<b>Job Title:</b>	<b>Networks and Engagement Coordinator (CHARM)</b>		
<b>Cluster:</b>	Advocacy & Campaigns		
<b>Salary:</b>	\$46,000-\$53,000 Including benefits	<b>Contract Type:</b>	12-month fixed term
<b>Location:</b>	Preferred location CIVICUS Headquarters Johannesburg, South Africa. <i>For this recruitment, CIVICUS greatly encourages applications from suitable candidates in the Global South and the African continent in particular.</i>		
<b>Reports to:</b>	Advocacy and Campaigns Lead		
<b>Direct Reports:</b>			
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Networks and Engagement Coordinator (CHARM) will support the development and implementation of the Consortium to Promote Human Rights, Civic Freedoms and Media Development in Sub-Saharan Africa. The Networks and Engagement Coordinator is expected to support the creation of new coalitions and strengthen existing ones to ensure that African civil society and media organisations develop to become viable players in the changing political, technical, and economic landscape. More specifically, the Networks and Engagement Coordinator will oversee project partnerships and support partners to jointly deliver activities and pool the knowledge, skills, and resources of the consortium for greater collective impact. The Network Engagement Officer will ensure there is cohesion and consistent collaboration among the members of the Consortium and lead discussions and planning on the sustainability of CHARM.</p>		
<b>Areas of Responsibility</b>	<b>Key Activities</b>		
<b>Partner Management (25%)</b>	<ul style="list-style-type: none"> <li>● Facilitate consortium partner assessments and agreements, partner onboarding, monitoring partner deliverables and ensuring timely payments</li> <li>● Support partners in the development of project implementation plans, overseeing project implementation and liaising with relevant stakeholders.</li> <li>● Curate opportunities for cross-organisational collaboration, including via the CHARM Accelerator.</li> </ul>		

	<ul style="list-style-type: none"> <li>● Produce regular progress reports on activity implementation for internal stakeholders, and support partners in their contribution to accurate and timely donor reports.</li> <li>● Provide technical support and guidance to the consortium partners in support of coalition building and strengthening and facilitate CHARM sustainability planning with partners.</li> </ul>
<b>Network engagement (25%)</b>	<ul style="list-style-type: none"> <li>● Work with partners to jointly map the project’s target audiences and potential partners, and develop, facilitate, and expand the consortium partnership beyond the core group.</li> <li>● Assess consortium requirements in terms of collaboration platforms and tools, including digital security considerations, and oversee necessary changes accordingly.</li> <li>● Coordinate and deploy resources in support of network development, collaboration, and collective actions.</li> </ul>
<b>Consortium governance (30%)</b>	<ul style="list-style-type: none"> <li>● Facilitate agenda-setting, meeting coordination, minute taking and follow-up on decisions/actions needed for consortium steering and programme committees, as well as any ad hoc working groups.</li> <li>● Coordinate bi-annual, in-person meetings, supporting travel, logistics, agenda-setting, and facilitation (contingent on safety and security considerations).</li> <li>● Create spaces for cross-consortium team building and learning in support of cohesion and effective collaboration.</li> <li>● Assess the effectiveness of the consortium’s governance structures and work with partners to explore and develop any required changes.</li> </ul>
<b>Core Support (20%)</b>	<ul style="list-style-type: none"> <li>● Ensure information-sharing and learning exchanges between project and core programmes, especially the Advocacy and Campaigns Cluster, while mainstreaming project activity and learnings across CIVICUS.</li> <li>● Support the work of the Advocacy and Campaigns Cluster as needed and required.</li> <li>● Act within CIVICUS policies and procedures.</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>● Relevant degree and/or professional qualification in International Development or related field</li> <li>● Proficiency in English, both verbal and written</li> </ul>

<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>● Demonstrable experience managing partnerships, networks and/or programme consortiums in the development sector is essential</li> <li>● Experience working with a variety of development actors, from grassroots activists, human rights defenders, and media development organisations to regional and international civil society networks</li> <li>● Substantive experience within non-profit/social good organisation</li> <li>● Experience working on multi country and multi partner projects</li> <li>● Excellent interpersonal, communication and negotiation skills</li> <li>● Experience in capacity development</li> <li>● Ability to work in a multicultural context/environment</li> </ul>
<b>Desirable Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>● Experience in implementing participatory engagement methodologies and design processes</li> </ul>