

Job Overview			
Job Title	Head of Project Development		
Reports to	Programme Director		
Direct Reports	<ul style="list-style-type: none"> ▪ Campaign Leads ▪ Project Leads ▪ Campaigners 		
Unit	Project Development	Review Date	October 2023
Department/Section	Programmes	Grade	18
Location	One of GPAF's current locations but flexible as GPAF implements a hybrid work location model with Work-from-home being the main base of our work location.		

Main Purpose of the Role	<p>Greenpeace Africa is currently in the initial phase of organisational change management, to transform itself to deliver more effectively on systemic impacts and to challenge the development and growth model rooted in the extractive, neo-colonial socio-economic model that is holding the African continent back and is contributing to the worsening climate crisis. This newly created role of Head of Project Development will strengthen Greenpeace Africa project development and project management functions.</p> <p>The Head of Project Development will primarily ensure effectiveness in programme delivery to meet the scale of ambition of Greenpeace Africa 4 Year Strategic Plan - to drive systemic change on a Pan Africa scale and deliver projects that contribute to that ambition. The role will support better collaboration with the global programme to increase visibility and connection of GPAF's impacts. It will also allow us to drive impactful responsive campaign projects, and to collaborate more effectively with other NROs, especially with other NROs in the global south. The Head of project development will support the strengthening of staff capabilities in strategic project development and delivery. As Greenpeace Africa seeks to diversify its programme mix, the Head of Project Development will support Greenpeace Africa to build capacity in various thematic areas and build capacity in effective project management among project leaders.</p>
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Principal Accountabilities		
Key Results Areas	Main Duties	% of Job
<p>Project Development and Delivery and Evaluation</p> <ul style="list-style-type: none"> ● Participate in the development of the Programme Strategy at Greenpeace Africa. ● Participate in the development of the Organisational Strategy at Greenpeace 	<ul style="list-style-type: none"> ● All GP Africa project and campaign plans are developed ● The global project package is well translated and executed in the African context. ● Ambition and quality of project delivery is enhanced 	35%

Note:

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<p>Africa to support us to be a movement minded organisation.</p> <ul style="list-style-type: none"> ● Contribute to the development and realisation of the overall Greenpeace and Programme strategy. ● Ensure alignment of the campaign strategy with the overall Programme Strategy and ensure the campaign strategy enhances the overall Programme strategy. ● Support development of the campaign campaign / project strategy, ● Lead and manage the composition and performance of campaign plans to deliver campaign strategy and objectives. 	<ul style="list-style-type: none"> ● Review project based outputs for fact-checking and campaign accuracy ● Plans implemented and executed on a timely basis ● Provide direct input and feedback to the Programme Director and ensure that the scale of ambition articulated in GPAF programme vision is translated into the quality of projects developed 	
<p>Project Management</p> <ul style="list-style-type: none"> ▪ Establish and socialize appropriate project management tools among campaign and project leads ▪ Ensure criteria set for GPAF priority projects are applied in project development and used to enhance a diverse mix of projects ▪ Lead and manage integration and coherence of GPAF projects towards achieving overall campaign goals and objectives. ▪ Monitor delivery of campaign strategy and encourage and share innovative approaches and troubleshoot as needed to overcome challenges to implementation. ▪ Support evaluations led by campaign and project leads and ensure that lessons learned and management action are communicated and followed up on. ▪ Support Campaign leads in developing fast feedback loops to improve 	<ul style="list-style-type: none"> ● Project management tools are sourced, developed and available ● Regular project evaluation and reorientation where necessary is carried out ● Responsiveness within the campaign team is strengthened 	25%

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<p>ongoing projects and increase responsiveness.</p>		
<p>Capability Building and Collaboration: Coach, motivate and lead the project office</p> <ul style="list-style-type: none"> ▪ Guide, coach, motivate and enable the campaign and project teams ▪ Lead innovation to enable ambitious projects ‘pitched’ to be successfully launched and provide strong leadership to inspire their completion. ▪ Facilitate NRO-NRO collaboration between GPAF and other NROs on project co-leading and foster innovation, and risk-taking. ▪ Lead, manage and develop high-performing project leads and ensure the effective performance of these employees through objective setting, performance reviews, coaching, training and development in order to enable the achievement of the objectives of the Campaign strategy. ▪ Develop, support and be a part of the strategic leadership community among global NRO program leads and project leaders 	<ul style="list-style-type: none"> ● Performance objectives are set ● Internal communication – integrated ● Career paths and training opportunities identified ● Performance management appraisals done ● Individual development plans are discussed and Training (GP and external) arranged for staff ● Regular training of staff is executed 	<p>15%</p>
<p>Stakeholder Management</p> <ul style="list-style-type: none"> ▪ Lead and manage relationships with the key decision makers and influential thought leaders in the environmental space. ▪ -Build, good working relationships with colleagues and stakeholders within as well as outside of the Greenpeace organisation. ▪ Keep an overview of project related funding avenues 	<ul style="list-style-type: none"> ● Reports are reviews are and integrated into the campaign strategies ● Greenpeace is perceived as a key collaborator among NGOs and the wider civil society. ● Anecdotal feedback to indicate that campaign staff have a good understanding of trends in their respective campaign areas ● Funding streams are optimised and well managed 	<p>10%</p>

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<ul style="list-style-type: none"> ▪ Build networks to expand on project funding 		
<p>Strengthen collaboration with global projects</p> <ul style="list-style-type: none"> ▪ Regularly liaise with the international office and other national offices around the world on global projects and find synergies with GPAF’s projects ▪ Support global projects in line with the distributed campaigning model ▪ Ensure that GPAf campaigns receive adequate organisational visibility and support 	<ul style="list-style-type: none"> ● GPAF contribution to global projects are substantial and impactful ● Best practices from global projects are assessed for suitability and application in Africa 	10%
<p>Budgeting</p> <ul style="list-style-type: none"> ▪ Ensure campaign and project budgets and are developed, monitored and implemented ▪ Keep an overview of GPI projects based enabling funds and foundation grants and ensure these are monitored vis a vis project plans 	<ul style="list-style-type: none"> ● Budgets are managed appropriately ● Clear reports available. 	5%

Critical Working Relationships

Internal

Audience	Reason for Contact

External

Audience	Reason for Contact

Required Qualifications & Experience

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Preferred Qualifications	Post graduate qualifications in environmental sciences, or related social science training
Preferred Experience	<ul style="list-style-type: none"> ▪ At least 10 years’ experience in management, campaigning and project development ▪ A strong experience and working knowledge of campaigns ▪ Experience in working with large multicultural organizations ▪ Experience of managing large, complex budgets

Required Skills & Behaviors	
Skills	Behaviors
Project design, delivery and evaluation	Ability to act decisively
People management skills: leading complex teams, empowering & developing people and promoting diversity.	Ability to empathise and see broad set of perspectives
Knowledge of campaigns on and projects	Act with humility and integrity
Knowledge and understanding in design and implementation of programme strategies	
Proven track record in delivery high impact projects and campaigns	
Ability to work in English and French	
Communication skills	

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