



## Job Description

<b>Position</b>	<b>Organizational Development Specialist, Nilinde</b>	<b>Grade</b>	
<b>Department &amp; Location</b>	<b>Programs, Nilinde Project - Nairobi</b>	<b>Date</b>	<b>March, 2017</b>
<b>Duration</b>	<b>3 Years Fixed Term Contract</b>		
<b>Reports to</b>	<b>Senior Technical Advisor</b>		
<b>About Plan</b>	Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected.		
<b>Purpose</b>	Support for Orphans and Vulnerable Children (OVC) for Nairobi and Coast Counties of Kenya is a USAID-funded \$41 million Cooperative Agreement awarded to a consortium led by Plan International. Known locally as the Nilinde Project, this five- year initiative aims to improve the welfare and protection of the most vulnerable households affected by HIV/AIDS by reducing economic vulnerability and empowering parents to make investments that will improve the health and well-being of OVC.		

### Dimensions of Role:

The incumbent will play a key role in coordinating and supporting organizational improvement among service delivery partners (SDPs). S/he works with SDPs to identify strengths and weaknesses and develop prioritized plans for performance improvement. S/he also works closely with Nilinde Technical Teams and the Grants Unit to link ongoing training and mentoring with the broader set of capacity building initiatives, and work plan priorities and targets under Nilinde.

S/he will be based at the Nilinde Nairobi Office.

### Typical Responsibilities - Key End Results of the Position:

#### Key Result Areas:

- Overseeing the development, and implementation of Nilinde’s organizational capacity development strategy – in line with the USAID Forward Agenda.
- Responsible for conducting service delivery partner (SDP) assessments that include and not limited to: Organizational Capacity Assessments (OCA); USAID’s Site Improvement Monitoring Systems (SIMS); working jointly with the partners and technical teams to develop customized plans for organizational improvement and to track progress toward the intended outcomes.
- Identifying project’s technical assistance needs using capacity assessment reports and plan for tailor made technical support sessions, sharing with the DCOP and STA for review and approval; Leading on the development of TA specific TORs, designing & implementing or supporting implementation of Service Delivery Partners Capacity Building (CB) and technical assistance (TA) plans.
- Coordinating the project’s organizational development and capacity building activities with other ongoing initiatives, harmonizing and leveraging from other initiatives to maximize the USG investment and minimize any overlap or duplication; and overseeing the provision of mentoring, coaching, training and/or other proven methods to improve management and technical capacity.
- Keeping track of the organizational capacity assessment findings of the SDPs and assess the extent to which capacities are maintained or the extent to which capacities change/fluctuate in the cause of program implementation and how this is likely to impact on the realization of project results of the SDP per output area program implementation of the SDPs.
- Collaborating with technical staff to conduct joint-field visits to link organizational development initiatives with the wider project goal of quality service delivery for improve household and child-

- level outcomes; and grants staff to ensure compliance with donor requirements and regulations.
- Initiating and coordinating targeted capacity building and supportive supervision activities with other Nilinde staff to provide integrated support and ensure cohesion.
- Participating in technical review meetings and serving as an advisor on institutional development.
- Managing materials development processes for capacity building activities; linking/integrating these efforts to other technical capacity building support provided under Nilinde.
- In liaison with Technical leads, Grants Manager and other core staff identify opportunities for mutual capacity building/learning amongst and between sub-recipients and facilitate forums where such mutual capacity building/learning can take place.
- Tracking, monitoring and reporting all relevant information regarding the organizational strengthening investments made under or leveraged by Nilinde.
- Producing accurate and timely reports and other publications to showcase project lessons, and results to contribute to the wider sector and institutional knowledge.

#### **Reporting and Documentation:**

- Regularly collect and review project data to monitor progress, and produce accurate reports.
- Submit complete, accurate and timely reports that conform to prescribed formats and other parameters from Plan and the donor.
- Contribute to documentation and sharing of best practices with stakeholders as appropriate.

#### **Problem Solving:**

- Superior communication skills and judgment to identify and evaluate options and identify solutions.

#### **Communications and Working Relationships:**

- Maintain active dialogue with service delivery partners, project staff, and other key stakeholders to foster collaboration, ensure alignment with the approved work plan and standards, and solicit feedback to make regular improvements, and to leverage and build upon other ongoing initiatives.

#### **Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:**

##### **Education, Knowledge & Experience:**

- Advanced degree in public health, business administration or another relevant technical area.
- At least 8 years of progressive experience in designing and implementing capacity building initiatives among civil society organizations with emphasis on sustainable and innovative approaches.
- Extensive experience conducting assessments, making recommendations and collaboratively developing capacity strengthening strategies for training, mentoring, coaching, and collective learning.
- Excellent interpersonal, writing and oral presentation skills in English and Kiswahili to meet the diverse technical and managerial support requirements of the project partners.

##### **Behaviors**

- **Striving for high performance:** plans and commits to deliver quality outputs in each aspect of their work.
- **Decision making and risk management:** Sound judgment and decision-making in complex situations; alerts others to risks inside and outside the program.
- **Self-awareness and resilience:** Remains calm and positive under pressure and in difficult situations; plans own learning and development; aware of impact on others and adjusts own behavior accordingly; has a positive impact on those around them.



**Skills:**

- **Transfers knowledge and skills;** supports implementing partners to deliver program services and support according to the approved work plan, standards, and timelines.
- **Strong report writing skills;** ability to identify the key elements and criteria of writing quality reports. Capacity to produce accurate, consistent, high standard reports for the project in compliance with donor standards.
- **Communicates with Influence:** Demonstrated effective interpersonal communication skills, including conflict resolution and negotiation skills community consultation skills and an ability to prepare accurate and detailed documentation
- **Building effective teams and partnerships:** Collegiate - acting as a team player, even if this results in adjustment of own priorities; develops mutually trusting relationships with complex partnerships to deliver excellent business outcomes.
- **Proficient in computer skills:** including a proficiency in Microsoft Office and working knowledge with different computer programs, both computer and web-based.

**Values**

Commitment to Plan Values.

**Physical Environment and Demands:**

Ability to travel up to 50% of the time.

**Level of Contact with Children:**

**Low:** Occasional interaction with children

**Signatures:**

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Signature of Employee & Date

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Signature of Supervisor & Date

**\*\*\*\*\* END OF JOB DESCRIPTION\*\*\*\*\***