



Rift Valley Institute

Job Description

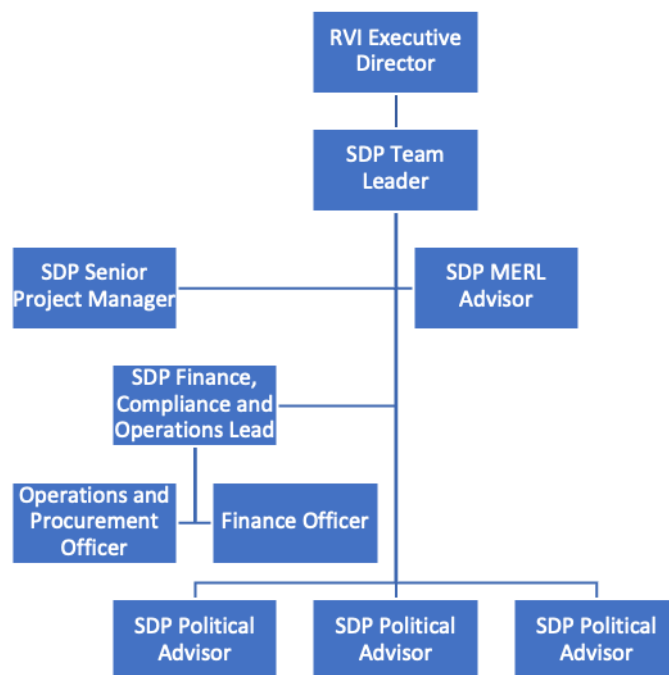
Somalia Dialogue Platform Team Leader

Job Title: Somalia Dialogue Platform (SDP) Team Leader

Location: Nairobi with travel to Somalia and other parts of the region.

Employment type: Full-time, 12 months, Fixed Term

Reporting Structure: Reports to the RVI Executive Director. The Team Leader leads a team of eight staff, political advisors and technical consultants.



Key Working Relationships

- Reports to the RVI Executive Director, acts as the focal point for the programme and consults the RVI Executive Management Team (EMT)
- Works closely with the Somalia Stability Fund (SSFIII) Leadership Team and Joint Donor Committee
- Represents the Somalia Dialogue Platform to Somali stakeholders and leaders
- Actively engages with other international organisations in the inclusive politics sector in Somalia
- Cultivates relationships with Somalia civil society organisations and partners
- Manages the SDP Senior Project Manager, the SDP Finance, Compliance and Operations Lead and the SDP MERL Advisor and the Political Advisors
- Collaborates with RVI Finance and Administration team on programme management matters
- Collaborates with the RVI Forums team on the convening of meetings for SDP and other Somalia projects
- Collaborates with RVI Ethiopia Head of Office on wider Horn of Africa activities that impact the Somalia programme.

- Collaborates with the Publications Manager on all products published by the programme
- Communicates with other RVI staff working on Somalia to ensure a complementary set of activities and coherent strategy for the country
- Acts as the focal point for current and prospective donor partners

Scope of the role

- Provides the strategic leadership and management of the programme.
- Manages staff, consultants and partners
- Acts as the focal point for decision-making on programme design and implementation
- Consults with RVI leadership on the long-term development of the SDP, strategic decisions relating to the programme, organisational and programme policy, and high-risk decisions with significant impact on RVI.

Responsibility for resources

The Team Leader is the budget holder for the SDP, a multi-donor project

Job Purpose

The purpose of the Team Leader's position is to lead and oversee the development and delivery of the Somali Dialogue Platform, a component of SSFIII, ensuring that it delivers against its core objectives agreed with the SSF and its donors, and in a way that aligns with RVI's core principles and policies and supports the strategic development of the Institute. The objective of the SDP is to provide analysis, research and technical support to strengthen more inclusive and effective dialogue among Somali stakeholders and contributes to political stability. The Team Leader will ensure the SDP aligns with RVI strategically and operationally.

KEY RESPONSIBILITIES

Programme strategy, design and oversight (40%)

- Overall responsibility for the management and implementation of the SDP programme, including programme design, implementation of activities, management of staff and consultants, and of management of the budget
- Design and lead the development of the SDP's strategy, with input from RVI and SDP staff, consultants and donors, ensuring this is based on an analysis of the Somali political settlement, the programme's theory of change and strategic objectives of the donor.
- Develop a workplan, and with support from the Senior Project Manager actively engage in and provide leadership to the implementation of individual activities and the delivery of products.
- Lead and manage the SDP team, ensuring effective team decision-making, communication and collaboration, as well as individual performance, based on clear roles and responsibilities and ways of working
- Oversee the implementation of RVI and SDP policies for effective programme management, with support from the Senior Project Manager, the Compliance and Operations Lead and the RVI Executive Management Team.
- As the budget holder for SDP, support and oversee the work of the SDP Finance, Compliance and Operations Lead, ensuring robust financial management (including budget tracking and value for money), compliance, procurement, and risk management.
- Support and oversee the Platform's Monitoring, Evaluation, Reporting and Learning requirements, managing the MERL Advisor, ensuring data is collected, analysed, and reported, and promote an adaptive and learning-based approach

- Develop effective partnerships with organisations and individuals that support the delivery of the Platform's objectives
- Ensure the Platform is aligned with RVI's core principles and policies and supports the strategic development of the organisation
- Represent RVI and its programmes in public fora in the Somali regions as required.

Staff management and team leadership (10%)

- Oversee performance management of the SDP team.
- Support and mentor Platform staff in the delivery of their work, through performance management and regular feedback meetings, and support opportunities for personal and professional growth and skills development
- Ensure Platform staff and consultants adhere to organisational codes of conduct and safeguarding policies
- Participate in RVI's organisational meetings, including Managers and All-Staff meetings, mid-term reviews and annual planning meetings
- Support Platform staff and consultants participate in and contribute to RVI meetings and processes, as appropriate

Donor relations and governance (10%)

- Lead RVI and SDP's communication and engagement with the SSFIII Leadership Team and donors in the SSF's Joint Donor Committee (JDC), ensuring that the Platform's donors maintain confidence in the Platform's approach and management
- Maintain effective working relations with the SSFIII Leadership Team so SDP can deliver high quality programming and products in support of SSF III's strategic objectives
- Ensure the timely delivery of accurate M&E and financial reports to the donor, working with the MERL Advisor and the Finance and Compliance Lead
- As required, actively participate in SSF meetings, decisions and processes to inform the overall strategic direction of the Fund.

Delivery and quality assurance of analysis and dialogues (30%)

- Maintain a thorough understanding of political developments in Somalia and their implications for stability to inform the strategic direction of the programme and the delivery of analysis and research, working closely with the Political Advisors and the Senior Project Manager
- Provide guidance and input on SDP's analytical outputs, and review and approve these and ensure their quality and relevance, and strategic alignment with the objectives and knowledge needs of the SSF and its donors
- Manage and contribute to SDP's political analysis and discussions and exchanges with the SSF and its donors, and other external actors
- Attend and contribute to high level policy and research dissemination events and processes with Somalis and other stakeholders that align to the SDP programme
- Provide strategic leadership on the design and implementation of activities in support of dialogue among Somali stakeholders, including identifying opportunities, designing projects, managing risks and maintaining strong relations with Somali stakeholders and local partners
- Provide strategic leadership and input into SDP's analysis and advice

Representation and external relations (10%)

- Represent SDP with Somali actors, donors and others through bilateral meetings and participation in SDP events
- Maintain and develop strong relationships with other international organisations in Somalia, ensuring coordination and collaboration in order to maximise the impact of the Platform's activities.

The responsibilities of the role may change over time which would require changes to the job description. Any proposed changes will be discussed in advance.

PERSON SPECIFICATION**Knowledge and Qualifications**

- A Master's degree in relevant field (political science, development studies, social science, anthropology)
- In-depth knowledge and understanding of Somali political dynamics (as well as society, culture and economy), and broader Horn of Africa and international dynamics
- Excellent knowledge of concepts related to political settlement, election design, constitutional reform, security architectures, fiscal governance, gender and political participation, and federal political arrangements
- Knowledge and understanding of conflict sensitivity, peacebuilding, mediation, dialogue, negotiation, and civic engagement
- Understanding of the international engagement and policy landscape in Somalia.

Experience

- Significant experience in designing, developing and implementing complex peacebuilding projects and programmes in fragile contexts (ideally Somalia or Somaliland) in post conflict states.
- Experience designing, delivering and writing research projects for a range of decision-makers.
- Significant experience leading and managing diverse teams, establishing management systems and developing an effective organisational culture.
- Significant experience in programme management, including MERL systems, financial management, risk management, travel, logistics and security
- Significant experience in managing complex relations and high-level representation with a range of stakeholders, including social and institutional actors, governments and international development agencies
- Significant experience in managing and developing donor relations.

Skills and Abilities

- Strategic and adaptive thinking
- Excellent project management and planning skills
- Excellent written and verbal communication skills, able to represent analyses of complex issues to a range of senior Somali and international stakeholders
- Excellent facilitation and negotiation skills
- Application of social science research methods.

Requirement

- The Team Leader should be able and available to travel to Somalia as required.
- Commitment to RVI's values, vision, aims and ways of working.

Deadline for applications: November 21, 2025

Please note that applications will be reviewed on rolling basis and interview may be conducted before the deadline. We encourage interested individuals to send their applications as early as possible.