Position Description

Analyst – Addis Ababa 2020

About CIFF

The Children’s Investment Fund Foundation (CIFF) is an independent philanthropic organisation with offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers’ health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF’s child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation’s climate portfolio is driven by a vision of a climate-safe future for today’s children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can’t and we often elect to work on what can be controversial issues that others won’t. For example CIFF is pro-choice with respect to women’s reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 120 professionals globally. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit www.ciff.org

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don’t hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.
Job Description

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<th>Job Title</th>
<th>Analyst - Evidence, Measurement and Evaluation</th>
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<tr>
<td>Reports to</td>
<td>Director - Evidence, Measurement and Evaluation</td>
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<tr>
<td>Location</td>
<td>Addis Ababa or Nairobi</td>
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Main purpose of the role:

To provide high quality administrative and research support to the Evidence, Measurement and Evaluation (EME) Team, that enables the efficient and effective delivery of its philanthropic programs across several sector teams.

The Exciting Opportunity

Position Responsibilities

Strategy & planning

- Under direction from the Director/ED, collate and/or conduct analysis and research on specific projects and sector trends, as required, to support the EME teams (Childhood, Adolescence and Climate) in determining future strategic priorities and setting operational plans.
- Support the Director/ED and SMT in the organization, coordination, documentation and professional presentation of outputs from the strategy and planning process.

Program development, delivery & performance

- Lead the end-to-end administration of the grants management process (from concept formation through to final payment), suggesting improvements where appropriate, to enable the sector teams to deliver and monitor their philanthropic activity efficiently and effectively.
- Lead the preparation and dissemination of regular and ad hoc reporting on sector/portfolio/program performance, to ensure colleagues and partners (as required) have access to accurate and relevant management information.
- Work closely with members of the Finance team to coordinate the forecasting of grant payments, to enable effective cash flow management and reporting within the organization.
- Act as 'Super-User' for CIFF’s online grants management system (Fluxx) for the EME team, ensuring the team uses Fluxx appropriately to optimise the efficiency and effectiveness of grant management.
- Support the preparation of summary reports, board reports and portfolio investment reports, to ensure these are produced to a high standard and in a timely fashion.
Sector knowledge and profile-building

- Build and maintain a range of relevant knowledge and information resources, to enable the EME team to access high quality intelligence, analysis and data to inform current and future programme activity.

- Work collaboratively with colleagues and partners across multiple locations to conduct research projects to inform EME team's grant making activities.

Stakeholder and partner management

- Collate research and information on potential and current partners/stakeholders and grantees as required, to support the effective development of relationships and opportunities by the team.

- Coordinate logistics for CIFF programme visits and ensure that visitors are adequately briefed.

Membership of the team

- Provide coaching and mentoring support to colleagues, as required, to help build skills, confidence and capability in particular areas, processes or procedures.

- As required, work with the Director/Executive Director and HR to plan and coordinate the induction of new joiners to the team.

The Talented Individual

Qualifications & Experience

- A relevant Masters level degree preferred (e.g. Social / Political Science, Epidemiology/Statistics, International Development, Public Health, Nutrition, Economics)
- Excellent quantitative and qualitative analytical skills
- Understanding of relevant programming in CIFF’s priority impact areas.
- Previous data analysis/research work relevant to programme monitoring and evaluation, preferably in low- and/or middle-income countries
- Ability to set priorities, think critically, objectively and strategically.
- Capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner to maximize effectiveness.
- Experience multitasking and managing priorities to competing deadlines
- Strong verbal and written communication skills
- Track record of strong interpersonal skills and working well as a team player
- Approaches situations strategically, methodically and with a high degree of rigour
- Entrepreneurial mindset, highly adaptive and energetic
- Capacity to work effectively in a range of cultural and socio-economic contexts, with colleagues for whom English is a second language.
• Familiarity with statistical software (Stata, SPSS, advanced Excel) highly desirable
• Able to travel internationally and willing to work flexible hours to accommodate colleagues working in multiple timezones
• A self-starter, able to look after themselves with limited close management.

Key working relationships
• CIFF Board members
• All other CIFF departments and teams – particularly Finance and Strategy & Partnerships
• Fielding contact with international partners and stakeholders – e.g. DFID, World Bank, USAID et al
• Fielding contact with international charities and NGOs – e.g. Gates Foundation, Save the Children, Oxfam et al
• Fielding contact with national governments and local NGO partners in priority geographies

Management dimensions
• No direct budget accountability but contributes the efficient operation of the budget for the relevant sector team.

The Culture Contribution

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!

CIFF Values

Honest: We value our own integrity and never shy away from the truth. We learn from our mistakes, we stay accountable and we use feedback as a tool for success.

Supportive: We use our experience to bring out the best in each other. When the pressure’s on we join forces. When one of us succeeds, we celebrate together.

Entrepreneurial: We’re always searching for new opportunities to do more and push boundaries. We constantly ask ourselves ‘What if?’

Passionate: We’ve each come to CIFF to change the world for children. So we’re bold and daring in our approach. We know that with the right people and the right resources, there’s nothing we can’t achieve together.

Problem solving: Solving issues is part of our everyday. We use every problem as a learning experience: to investigate, to ask for help, to think outside the box.
Collaborative: In CIFF’s people and partners you’ll find subject experts from around the world. We understand the power of bringing this experience and expertise together to change children’s lives.