Position Description

Programme Officer, Strategic Engagement & Communications
February 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>Programme Officer - Strategic Engagement &amp; Communications</th>
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<td>Reports to</td>
<td>Director – Communications &amp; Strategic Engagement, Africa</td>
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<td>Location</td>
<td>Nairobi, Kenya</td>
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Main purpose of the role:

- To support the delivery of CIFF’s strategic engagement and communications (SEC) for CIFF’s work in Africa; including responsive work in relations to CIFF grantees in their SEC efforts
- To co-create innovative SEC initiatives for programmes with tangible return on investment.
- To leverage research and analytics to inform Africa programme engagement and communications - managing the SEC Africa repository.
- To execute CIFF’s efforts to sustain effective stakeholder engagement, cultivating new relationships and building new partnerships - in collaboration with sector teams.
- To initiate the delivery of SEC communication and digital strands of work - as informed, by quarterly plans and calendar of events.
- To spearhead the development of concept notes/ proposals - in collaboration with grantees, partners and internal CIFF teams.

The Exciting Opportunity

Position Responsibilities

- **The team:** you will be part of the SEC team, in Africa, comprising one manager and one officer
- **Key contributions:** you will play a critical role in the execution of SEC Africa communication and digital work
- **Reporting lines:** you will report to the Director, SEC Africa

Stakeholder Engagement

- Conduct landscape analysis and develop a stakeholder map to inform engagement strategy - to be updated regularly.
- Develop and cultivate linkages and relationships in the wider development space (especially youth & gender) and the corporate sector - contributing to SEC issues campaigning
- Intelligence gathering regular monitoring media and government - debates, trends and any new developments on Africa programme related issues. Maintain networks and various channels to gather updated information. Rapidly analyse information and create simple briefings for internal strategic stakeholders, CIFF partners, and media (as needed).
- Work closely with the Africa team and partners to implement a communication plans to support stakeholder engagement and organisation profiling
Work closely with the Programme, Evidence Measurement and Evaluation team to develop a strategic engagement plan integrating data and evidence from CIFF funded and other programmes.

**Partnerships (National and Regional):**

- Identify and shortlist strategic partners (local philanthropies, development agencies, corporates, think tanks and prominent civil society organisations) at regional and National level.
- Develop innovative investment proposals that will help build partnerships both at co-funding and implementation level. This will include partnerships with other funders, CSR organisations etc.
- Build networks comprising of development sector partners, youth groups, think tanks and other opinion leaders to champion children's agenda
- Support for Programme Development and execution: Help build strategic engagement and communications capacity of CIFF partners wherever needed.

**Communications**

- Proactively leverage and provide content for social and multi-media channels;
- Write, edit, and manage articles, speeches and internal briefings;
- Represent CIFF in at Government meetings and other events
- Coordinate Africa programme reporting
- Act as spokesperson for CIFF when required
- Draft specific briefings, media advisories/press releases and presentations for executive team as required
- Identify important events and ensure CIFF participation
- Manage and/or build new communication and digital platforms for engagement - including ownership of the Africa team's content calendar.

**The Talented Individual**

**Qualifications & Experience**

- Thorough understanding of the CIFF Africa priority country context – politics, culture, society, economics and media
- At least 8 years’ experience in a leadership role in the development sector, corporate or media organisation, with extensive experience in East Africa.
- Well networked with government level opinion leaders, bureaucrats, think tanks, funders, CSR organisations, and civil society
- Experience in managing Government relations, networking and partnership building for delivering programme goals
- Background and experience executing both project and budget management
- Master’s degree or equivalent in Political Science, Research, Public Relations or Marketing
- Excellent communication skills, with good command in English (read, write and speak). and French (is a bonus).
- Passion for solving issues affecting children
- Candidate should have the right to work in Kenya
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.