

## **Independent Diplomat (ID) Job Specification**

Starting: when selected candidate is available

Position: head of Independent Diplomat Africa office

Location: Addis Ababa

Reporting to: Carne Ross, Director, Independent Diplomat

### Job purpose

To act as ID's representative in Africa and at the African Union, including establishing and managing ID's Africa office; to establish and make use of a comprehensive network of diplomatic and other contacts in Africa; to manage projects, deliver diplomatic advice to clients and prospect for new business, principally in Africa; and to assist with ID's organisational development and fundraising.

### Job Description

**50% Developing and delivering diplomatic advice to ID clients, principally in Africa.** Project management, commissioning and conducting research and analysis, making and maintaining contacts at the African Union, African governments, embassies, think tanks, academic institutions and the media, developing and providing written and oral advice, support for visiting clients, visits to clients, recruiting and managing consultants, and project fundraising. Leading on ID's African projects and others as agreed within ID's senior management team. Assisting with other projects as agreed within ID's senior management team.

**30% Management and development of ID.** Establishing and managing ID's office and operations in Africa. Development and management of relationships with supporters, volunteers, partners and providers of pro-bono services in Africa. Public and media relations in Africa including promoting and representing ID in the African press. Other corporate tasks as agreed with ID's senior management team.

**20% Prospecting for new business and funding.** Approaching, meeting and visiting potential clients, developing ID's offers to new clients, new client assessment and due diligence. Leading on fundraising for ID with foundations and other grant-giving institutions focusing on Africa.

*The job requires flexibility over working hours to meet the needs of ID and ID's clients; a willingness to travel regularly; and a willingness to attend out of hours functions e.g. diplomatic receptions.*