

Independent Diplomat Person Specification

Head of Africa office

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Qualifications

- Required: degree, minimum 2:1; desirable: Masters in relevant subject
- Required: fluent English; desirable: fluent French, fluent Arabic
- Required: right to live and work in Addis Ababa

Experience

- Required: substantial experience in the fields of diplomacy, political consultancy and/or international relations (references required), including policy making or policy advocacy and high-level (senior official and Ministerial) contact-making and interaction. Extensive personal contacts covering most of the following: the African Union, African governments, embassies, think tanks, academic institutions and the media. Experience of appearing in and briefing the electronic and print media. Staff and financial management experience. Gaining this experience would normally require approximately 15 years' relevant experience and the prior achievement of at least first secretary rank diplomatically or programme manager level in an NGO.
- Desirable: Recent service within an African diplomatic service, ideally including in Addis Ababa, at at least first secretary rank. Experience of fundraising, building relationships with donors and project management.

Motivation

- Required: Passionate interest in international affairs and instinctive and strong commitment to the mission of ID. Willingness to join ID for a 12-month probationary period, to be followed by annual renewable contract. Strong self-motivation and ability to work on own in new ID operation.

Values

- Required: Strong personality fit with ID's values: bravery, openness, humanity, creativity and independence.

Competences

Required:

- ✓ Networking and representation: ability to make high-quality contacts in government, diplomatic circles and associated providers of analysis and comment on foreign policy.
- ✓ Policy analysis and advice: ability to grasp policy perspectives quickly and accurately, to think about complicated and long-standing problems in a fresh way and with sound judgement, and to convey advice in concise, understandable manner in written and oral form.
- ✓ Fundraising: ability to explain and “sell” an organisation and win donor support.
- ✓ Management: ability to establish and manage office operations, including staff and volunteer management, office accounts and all local legal aspects, within deadline and budget. Strong organisation skills and complete probity essential.
- ✓ Media Skills: ability to deal with media organisations with confidence and professionalism, to generate media interest and to communicate effectively and imaginatively with ID target groups through TV, radio and press interviews, ID website, press releases etc
- ✓ Adaptability and resilience: ability to work on a wide variety of tasks as directed by ID’s Director in a rapidly-changing organisation on his/her own in a remote location. Entrepreneurial, can-do attitude.
- ✓ ICT Skills: familiarity with MS Office applications and ability to self-type.

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.