



## **VACANCY ANNOUNCEMENT**

### **Resource Mobilization Manager Position**

The **Sasakawa Africa Association (SAA)** is an international non-governmental organization with its head office located in Tokyo, Japan; its Strategic Partnership Office (SPO) located in Addis Ababa, Ethiopia; and Country Offices located in Ethiopia, Mali, Nigeria, and Uganda. SAA is dedicated to helping Africa build resilient and sustainable food systems, an aspiration that underlines “Africa feeding Africa”. SAA works in close collaboration with national agricultural research and extension services, International Agricultural Research Institutes, Private Sector, NGOs, Universities, CBOs, Farmer Associations, and Donor agencies by designing and implementing practical and innovative agricultural extension and advisory service delivery and capacity building programs to frontline extension staff and farmers in Africa, with primary intervention focus in Ethiopia, Nigeria, Mali, and Uganda; as well as Tanzania, Malawi, Mozambique, Benin, Ghana, Sierra Leone, and Burkina Faso where SAA also builds talents and skills of national extension staff and youths in partnership with Agricultural Universities and Colleges. In the current SAA Strategic Plan (2021-2025) ([www.saa-safe.org/strategy](http://www.saa-safe.org/strategy)), the organization aims to increase farmers’ income, food, and nutrition security through promoting market-oriented, sustainable, resilient, and regenerative agriculture and nutrition-sensitive agricultural innovations as well as building the capacity of Extension personnel and farmers. For more information, please visit SAA website: [www.saa-safe.org](http://www.saa-safe.org).

SAA seeks to recruit a **Resource Mobilization Manager** to contribute to the sustainability of the Organization’s activities by managing, maintaining and increasing the contributions received from resource partners and donors. He/she will engage in and manage SAA’s resource mobilization and building strong relationships with relevant resource partners as well as contributing to project management in coordination with SAA technical teams. He/she will work and collaborate with the SAA HQ, SPO team and Country Office teams.

### **Position Responsibilities:**

The Resource Mobilization Manager role will include, but is not limited to:

- Gather and use various types of donor intelligence on specific areas of interest and contribute to the development of successful resource mobilization proposals.
- Explore innovative mechanisms for resource mobilization by identifying and exploring new leads and securing new income streams, and supporting the finalization of new partnerships with resource partners and other relevant parties
- Cultivate and maintain close rapport with new resource and project partners such as public and private foundations/corporations, grantee organizations, universities, government agencies and other relevant organizations to help support SAA’s Mission.
- Solicit funding opportunities and calls, and engage in coordinating proposal development across all SAA.
- Design and prepare project, grant, partnerships and consultancy service agreements, and documentation that are consistent and compliant with SAA and donor requirements, procedures, and best practices.



- Liaise with donors, project partners and grantees regularly to ensure that deliverables are met.
- Manage pre-and post-project/grant processes, including workflows for contracts, proposal reviews, approvals, disbursement payments, reports, and close-outs.
- In Collaboration with HQ and Country Offices, coordinate all project/grant contracts through their lifecycle, and ensure proper due diligence including tracking, timeliness and accuracy of all technical and financial reports, budgets, etc.
- Facilitate/engage in mentoring and capacity strengthening of SAA staff on proposal development, project management, contracting, and technical/financial reporting including managing project communications with donors
- Communicate country/regional priorities to SAA management to ensure internal alignment with SAA's strategic areas and priorities.

#### **Competencies:**

##### **Management Skill/Experience**

- Demonstrated experience in agriculture donor funding, knowledge of the donor landscape, cross-cultural, socio-politics, governments and geographies of the Africa region
- Documented experience in- and- passion for agriculture research and development in sub-Saharan Africa
- Demonstrated experience with the development of legal contracts including Memorandum of Understanding (MoU), as well as policy and institutional frameworks.
- Highly independent, self-motivated individual with substantial experience in agriculture project management.
- A strong coordination record together with superior interpersonal skills, and demonstrated performance in creating, motivating, and leading diverse teams of qualified professionals.
- Superior English writing, and editing skills, as well as the ability to maintain confidentiality while handling sensitive and private information.
- Demonstrate a willingness to work in multiple locations
- Ability to manage donors and partners with excellent organizational skills.
- At least 10+ years of work experience related to agriculture research and development or business development preferably in developing countries.

##### **Technical Skill/Experience**

- A minimum of 5+ years of experience in resource mobilization for a non-profit organization in an international setting, including experience in grant proposal writing and reporting; preferably in Africa.
- A high degree of personal organization and ability to multi-task and work under pressure.
- Familiarity with the management of donor-funded development projects, including contract management;
- Excellent written, and oral communication skills in English (knowledge of French is an asset)
- Ability to work independently in a multidisciplinary and multi-cultural environment.



**Educational Qualifications:**

The candidate should have a post-graduate degree (MSc or PhD) in agricultural science, Agriculture Economics or related disciplines

**Duty Station:** This position shall operate from the SAA Strategic Partnership Office in Addis Ababa, Ethiopia

**Mode of Application:**

Application must include an up-to-date CV, names and addresses of three professional referees, and a cover letter that indicates your background experience and why you are interested in the position.

Please note that only short-listed candidates will be contacted. The deadline for application is **August 2, 2022**. Applications should be sent to [spo-recruitment@saa-safe.org](mailto:spo-recruitment@saa-safe.org)

**NOTE:** SAA provides a competitive salary package and is an equal opportunity employer that fosters a multicultural work environment that values gender equity, teamwork, and respect for diversity. Women and Young Candidates are encouraged to apply.