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## JOB DESCRIPTION

**Position Title:**           **Organisation Development Manager**

**Reports to:**               **Director, Human Resources**

**Supervises:**             **None**

**Grade:**                   **B2**

**Location:**               **Nairobi, Kenya**

### Context

The Africa Vision aspires to develop country offices that are influential and credible, bringing their voices together under a shared and common Africa Office platform to drive change at the highest levels on the continent and globally. Hence the primary focus of the Africa Office is building strong, influential and credible country offices that can deliver impactful conservation at scale.

Between June 2014 and June 2017, country offices in Africa received Truly Global funding to support them become stronger and be well positioned to deliver conservation at scale. As part of the country empowerment commitment, the regional office developed a process for country offices to self assess along the six Truly Global pillars. The first assessment was a baseline that identified gaps and needs which informed the development of country action plans. To track country progress against the baseline, a mid-term and final assessment were carried out. Each assessment offered recommendations to the offices. In addition, each office had a focal point for Truly Global and they were encouraged to establish change management teams to drive the change process at the country level.

When Truly Global ended, it was recognised that more work needed to be done to strengthen country offices. Consequently, the Regional Office for Africa launched an OD platform to continue supporting country offices become stronger. By April 2018, 5 offices had completed their OD plans or were in an advanced state of completing them. All these offices were also able to secure funding for their OD plans. By June 2018 it is anticipated that seven offices will have OD plans in place.

At the regional level a core change management team provided oversight to the change processes. Regional office plans were also aligned to supporting country office plans.

The OD Manager will be part of the people and organisational development team and will be expected to build on the OD achievements to date. The post holder will be expected to ensure clear integration of OD plans with Practice strategies, High Impact Initiatives (HIIs) and other priority initiatives, and support in the development of shared services plan for Africa. In addition, the incumbent will be required to develop a system for monitoring implementation of county organizational development (OD plans, document lessons learnt and facilitate sharing of lessons amongst country offices and the larger OD community of practice).



## Major Function

The main role of the Organisation Development (OD) Manager will be to support Country offices in Africa continue developing and strengthening the organisation systems and practises needed to deliver cutting edge conservation. To that a clear focus on integration and implementation of practices will be core expectation of the function.

## Major Duties and Responsibilities

**Needs Assessment and OD Plan Development:** Support needs assessment, analysis of results, and areas of focus for OD plans in the remaining three country offices. Further support in the assessment of what it takes to implement practice strategies across all Africa offices, with keen focus on OD requirements for HIIIs and Signature Initiatives.

**Monitoring OD Implementation Progress and Sharing Lessons:** Develop a methodology and process with country office input to track progress in the implementation of OD plans. Through this process document progress being made and capture emerging lessons so that country offices can share and learn from each other.

**Network Sharing and Learning:** Contribute to the development of best practice in OD excellence within the WWF network and source non-financial support, expertise and models that support WWF Africa's ambitions. Bring the Africa OD voice into the Network by participating in the OD community of practice while also sharing with Africa global best practices. Where appropriate encourage country offices to participate in the OD community of practice so that they can tell their stories.

**Support Fund Raising Efforts:** Assist country offices identify funding opportunities for OD by engaging with the regional fund raising function as well as the OD community of practice.

**Coordinate with Network Development Unit:** The Network Development function has a strong focus on OD. For this reason the incumbent will liaises with the OD focal person so that African OD efforts are consistent with Network thinking and also to seek support and technical expertise where appropriate.

**Support Country Offices Establish Advisory Councils/Boards:** Review existing guidelines developed to assist country offices, when ready establish advisory bodies. This will entail reviewing TOR and proposed processes for selecting members. Based on regional experience, provide inputs into Network guidelines on creation of advisory bodies.

## Working Relationships

### Internal (Regional functions and COs)

- Senior Management Team and Departmental Heads
- Change Teams/OD focal points



### **WWF Network**

- Network Development Unit
- OD Counterparts
- OD Community of Practice
- NOs

### **External**

- Consultants
- Partners
- Donors

## **Desired Profile**

### **Qualifications**

- Master's degree in Organizational Development, Applied Behavioral Sciences, Business Administration or related field.
- 7 years of relevant work experience Organisation Development in an INGO.
- Change Management Certification or Designation Desired.
- Experience and knowledge of change management principles, methodologies and tools ideally in an international environment with various key stakeholders.
- Familiarity with project management approaches, tools and phases of the project lifecycle.
- Experience with large-scale organizational change efforts.
- Exceptional communication skills – both written and verbal.
- Ability to influence others and move toward a common vision or goal.
- Flexible and adaptable; able to work in ambiguous situations.
- Organized with a natural inclination for planning strategy and tactics.
- Problem solving and root cause identification skills.
- Ability to speak English fluently, knowledge of French will be desirable.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined & Engaging.
- Exemplification of WWF's key behaviors: Strive for Impact, Listen Deeply, Collaborate Openly, and Innovate Fearlessly.

### **Skills and Competencies**

- Exceptional communication skills – both written and verbal.
- Ability to influence others and move toward a common vision or goal.
- Flexible and adaptable; able to work in ambiguous situations.
- Organized with a natural inclination for planning strategy and tactics.
- Problem solving and root cause identification skills.
- Ability to speak English fluently, knowledge of French will be desirable.



### Adherence to WWF Global behavioural competencies:

- **Strive for Impact** «I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact. »
- **Listen Deeply** «I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say. »
- **Collaborate Openly** «I'm a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally. »
- **Innovate Fearlessly** «I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same. »

### Other Tasks

This job description covers the main tasks and conveys the spirit of anticipated tasks and responsibilities from the staff. Other tasks may be assigned as necessary according to organisational needs and evolving circumstances.

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