



**ADVERTISEMENT - RESOURCE MOBILISATION OFFICER (KENYA & MALAWI)**

**Job Title:** Resource Mobilisation Officers

**Department:** Business Development

**Reporting to:** Partnerships and Resource Mobilisation Manager

**Employment Terms:** Fixed Two-Year Term

**Employment Type:** Full-Time

**Location:** Nairobi, Kenya & Lilongwe, Malawi.

**About the Organisation**

The African Institute for Development Policy (AFIDEP) is a pan-African non-profit research and policy institute established in 2010 to bridge the gaps between research, policy, and practice in Africa. AFIDEP supports governments to consistently use robust evidence to inform policy formulation, resource allocation, and programme implementation to accelerate achievement of the sustainable development goals and other long term national goals. AFIDEP's work focuses on six areas: Population Dynamics and Demographic Dividend, Health and Wellbeing, Climate Change, Governance and Accountability, Transformative Education and Skills Development, Environment and Gender Equality and implements programmes across Africa. The Institute is registered as a Non-Governmental Organisation in Kenya and Malawi, where it has offices, and in the United States as a 501c3 non-profit organisation.

**Role Summary**

AFIDEP seeks a motivated and experienced candidate to fill the Resource Mobilisation Officer (Kenya) position in the Institute's Business Development Department. The Business Development Department's primary objective is to spearhead the implementation of the Institute's Resource Mobilisation Strategy. The Resource Mobilisation Officer will work collaboratively with the Business Development Department, focus areas and programmes, policy engagement and communications, finance, grants, administration, human resources, and monitoring and evaluation teams across the organisation. They will directly support the coordination and delivery of all the institutional resource mobilisation efforts, including and not limited to: mapping opportunities for strategic partnerships; coordinating engagement with potential funders and partners; coordinating and contributing to proposal development; contributing to continuous improvement of the Department's strategies, processes, and procedures; supporting monitoring, evaluation, and reporting, and contributing to institutional brand building activities. **The position will be based at AFIDEP's Nairobi, Kenya, and Lilongwe Malawi Offices.**

**Key Responsibilities**

- Contribute to strategic planning to implement the Business Development Department's work plan
- Research and identify potential funders and update the historical maps in the Microsoft Fundraising and Engagement application and other tools

- Support establish and maintain collaborative relationships with the Institute's partners, including other research organisations, academia, government, media, civil society etc., to optimise proposal development, project implementation and enhance the AFIDEP brand
- Scan for relevant calls for proposals and concepts notes, and generate summaries for quick decision-making
- Support proposal development (background research, collating project information, organisational information, customising biographies and curriculum vitae to calls, etc.)
- Support registration to funders' and partners' online proposal submission platforms
- Support engagement with funders and partners
- Populate partnership assessment and due diligence documentation
- Support planning and participate in events and meetings relevant to resource mobilisation and partnerships building
- Support monitoring the Department's impact and reporting
- Other miscellaneous tasks as required

### **Minimum Qualifications**

- University degree in social sciences, humanities, international development, communications or other relevant disciplines
- A Master's degree in a relevant discipline is desirable

### **Required Knowledge, Skills, and Abilities**

- At least five years' demonstrable experience in a similar position - business development, proposal development, grants management and reporting, strategic communications and events planning in non-profit, consulting, research or academia
- Knowledge of USAID, NIH, EU, FCDO, NIHR, IDRC, global foundations, charities etc. applications/bids requirements and procurement portals
- Excellent interpersonal skills
- Excellent analytical skills
- Ability to deliver quality work within tight deadlines and supervision
- Excellent organisation skills
- Ability to write, edit, proofread and communicate
- Experience planning and executing strategic events
- Ability to work in a multicultural context
- Good research experience, i.e., able to find, consolidate, synthesise and use data for proposals and reporting

### **APPLICATION PROCESS**

To apply for this position, please submit your application to [recruitment@afidep.org](mailto:recruitment@afidep.org) including the position title in the email subject, by **25<sup>th</sup> October 2024**. The application should include 1) a motivation letter indicating your suitability for the position, and 2) a detailed curriculum vitae with three relevant referees. Only shortlisted applicants will be contacted.

**AFIDEP is an Equal Opportunity Employer and does not charge a fee at any stage of the recruitment process.**