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## Head of Office, Nairobi

Full-Time. Based in Nairobi, Kenya, with up to 30% travel.

November 2017



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**Head of Office, Nairobi****Full-Time. Based in Nairobi, Kenya, with up to 30% travel.****Who we are:**

Integrity is an international consultancy and ethical service provider working in fragile, conflict-affected and complex environments around the globe.

We help our clients in government, international development and the private sector to succeed in these challenging environments, while building trust with and giving voice to local people. Our access and trust at a community level, combined with our global perspectives, produce powerful recommendations and deliver positive and sustainable change.

Our vision is to set the standard for ethically delivered, expert services in conflict, post-conflict and fragile environments. Through our work we help the international community transform conflict and build stability, accountability and prosperity. We do not advocate, we listen, comprehend and recommend. We implement based on evidence and learning.

Headquartered in London, Integrity operates regional offices in Lebanon, Turkey and Kenya. Our multi-national team of over 50 specialists has extensive experience of delivering complex programmes in fragile geographies across Africa, Asia and the Middle East.

We deliver five key services: programme management and implementation / project and programme design, monitoring and evaluation / research and analysis / stakeholder engagement / capacity development.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

**Scope of work:**

Integrity is hiring a Head of Office Nairobi (HoO) to develop and support its growing portfolio of work in East Africa. The HoO will be based in Nairobi, with expectations for travel within the region and further afield.

The HoO is a Senior Manager focused on identifying and winning new work, delivering high quality project/programmes on time and within budget, development of client relations and team management. They will work flexibly across Integrity's different services and directorates and will be attracted to a fast-paced working environment.

**Terms of reference:****A. Business Development and Account Management (40%)**

- Play a key role in the design and execution of the East Africa strategy.
- Deliver on East Africa strategy by winning, negotiating and taking to contract the right mix of work opportunities.
- Ensure a technically relevant, financially attractive and secure pipeline of future work across a diverse range of clients, geographies, services and thematics.
- Lead and support company-wide on technical and commercial tenders and contractual negotiations.
- Identify and build relationships with key accounts in East Africa including key government and private sector clients to understand their needs and work to identify solutions.

**B. Project Delivery (40%)**

- Lead select contracted programmes in governance and/or management capacities as Programme Director and/or as member of programme governance board.
- Lead on programmatic responses to strategic risks and opportunities.
- In close collaboration with Directorate Services, balance internal and external resource requirements to optimally deliver a portfolio of contracted projects/programmes.
- Be accountable for ensuring programmes are delivered on time, on budget, to high levels of quality and in keeping with Integrity's ethics and ethos, by effectively managing and/or overseeing programme teams.

**C. Operational and Project Support (10%)**

- Ensure the support, facilitation and safety of all Integrity staff and consultants working in East Africa.
- Ensure regional support to the security, logistics and safe delivery of all projects in East Africa, in close consultation with Directorate Corporate and Directorate Operations.
- Understand, analyse and effectively communicate security, reputational, delivery, resource and pipeline risks.

**D. Staff Management (10%)**

- Provide senior leadership and line manage select Integrity staff and corporate consultants.

**Experience:**

- Minimum ten years' experience working in the international development and/or consultancy sector.
- Strong project management background, with responsibilities in design and management of work plans, client management and reporting, team management and financial management.
- Track record of developing and winning new business, including pipeline development, proposal development and contract negotiation.
- Working with DFID and/or FCO.

*Desirable:*

- Experience in governance, conflict, economic development and health.
- Working in FCAS environments.
- Personnel management.
- Experience of security and risk management.

**Languages:**

- Written and oral fluency in English required
- Knowledge of Swahili, Somali or Arabic an advantage.

**Competencies:**

Level 1: Team competencies	Level 2-4: Management competencies
1. Ethics	1. Analytical and Flexible Thinking
2. Leadership	2. Achievement Focus
3. Planning and Organising	3. Managing Resources
4. Development and Continual Learning	4. Teamwork and Team Leadership
5. Results Focus and Initiative	5. Customer Orientation
6. Teamwork	6. Influencing
7. Customer Orientation	7. Organisational Knowledge
8. Communication	8. Organisational Alignment
9. Managing Change	9. Strategic Thinking
	10. Accountability
	11. Developing Talent

**How to apply:**

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV and Cover Letter at the bottom of your application.

Closing date for applications: **10 January 2018**

*Please be advised that only shortlisted applicants will be contacted.*

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.*



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