



World Agroforestry Centre

TRANSFORMING LIVES AND LANDSCAPES

Position Specification Director of Administration



TO APPLY OR OBTAIN FURTHER INFORMATION PLEASE CONTACT:

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ORGANIZATIONAL PROFILE

The World Agroforestry Centre is part of the Consortium of the Consultative Group on International Agricultural Research (CGIAR) centres dedicated to generating and applying the best available knowledge to stimulate agricultural growth, raise farmers' incomes and protect the environment.

The Centre's vision is a rural transformation in the developing world as smallholder households strategically increase their use of trees in agricultural landscapes to improve their food security, nutrition, income, health, shelter, energy resources and environmental sustainability.

The Centre's mission is to generate science-based knowledge about the diverse roles that trees play in agricultural landscapes, and use its research to advance policies and practices that benefit the poor and the environment. The World Agroforestry Centre (ICRAF) is guided by the broad development challenges pursued by the CGIAR. These include poverty alleviation that entails enhanced food security and health, improved productivity with lower environmental and social costs, and resilience in the face of climate change and other external shocks.

Headquartered in Nairobi, Kenya, the Centre operates six regional offices located in Cameroon, India, Indonesia, Kenya, Malawi, and Peru, and conducts research in 25 other countries around the developing world.

The management of ICRAF now seeks to appoint a new Director of Administration to respond to organizational needs and a restructuring of the senior management team.

POSITION DESCRIPTION

POSITION TITLE: Director of Administration

REPORTS TO: Deputy Director General, Corporate Services

LOCATION: Nairobi, Kenya

SCOPE: The Director of Administration provides advanced professional and managerial work planning, directing and coordinating the administrative services for the Centre including human resources, operations, facilities management, travel, risk management and security.

The work includes planning, organizing, assigning and evaluating the work of middle managers overseeing the various administrative services. The work is performed under the supervision of the Deputy Director General, Corporate Services.

Together with the Director General and other members of the Senior Leadership Team (SLT), the Director of Administration provides oversight to middle managers and other staff to progress the institutional goals of strengthening science, building partnerships, increasing operational efficiency and accelerating impact.

KEY RESPONSIBILITIES:

- **Senior Leadership Team**

Participates as one of four Directors with the Director General on the Senior Leadership Team to provide high level leadership and management to the Centre. Contributes especially in terms of change management approaches.

- **Human Resources**

With the HR team, plans and oversees execution of the main HR operations. In conjunction with the HR Manager develops and updates the Centre HR Strategy. Provides oversight and regular review for HR policies. Promotes the gender and diversity goal setting and achievement across all centre locations.

- **Operations and Facilities Management**

Oversees the Operations Departments of the headquarters and regional offices, and supervises the Operations Manager. Guides the effective planning, and directs the activities of the department. Assures the total operational effectiveness of the department. Establishes and implements operational policies, goals and objectives for the department ensuring they are legally compliant.

- **Travel**

Develops long and short range planning and needs assessment for the improvement of travel services. Evaluates the performance of the travel office in terms of service delivery and cost effectiveness. Guides major projects such as airline carrier consolidation and tendering.

- **Security**

Oversees the Security Department of the Centre and supervises the Centre Security Manager. Guide security and risk assessments of HQ and outreach locations, ensure adequate business continuity plans are in place and chairs the Health and Safety Committee of the Centre.

CANDIDATE PROFILE

KNOWLEDGE AND EXPERIENCE:

10-15 years of experience, with at least 5 years in developing countries, taking on increasingly more responsibility in administration and/or human resource management at a senior level

EDUCATION:

- Masters in Business Administration, Human Resource Management, or equivalent qualification or experience
- Strong professional affiliations

CANDIDATE PROFILE (Cont'd)

Knowledge and experience:

TRAVEL:

- The position is based at ICRAF's Headquarters in Nairobi, Kenya. Extensive travel to other countries and regions will be required.

TERM:

- This position has initial appointment of 3 years (subject to satisfactory nine-month probation period) with the possibility of renewal, contingent upon individual performance.
- Start date: 1st October 2011 or soon thereafter
- Salary and Benefits: Highly competitive (ICRAF strives to be in the top half of all comparable employers)

ICRAF is an equal opportunity employer and values staff diversity. Women and developing countries applicants are specifically encouraged to apply.

LANGUAGE:

- Strong English language skills including presentation skills; ideally, some working knowledge of Spanish, French, Kiswahili, Bahas Indonesia or Chinese

KEY COMPETENCIES:

- An appreciation and understanding of the role of science in development from actionable knowledge and evidence-based decision making perspectives
- {Not required for this position} This is not applicable for this position
- Excellent verbal and written communication and presentation capabilities in English and interpersonal skills
- Demonstrated ability to foster and manage interdisciplinary, gender-inclusive, and multi-cultural teams
- Extensive knowledge of modern principles, methods and practices relating to institutional administration;
- Extensive knowledge of effective managerial practices and methods;
- Practical knowledge of key human resource practices and policies
- Understanding of legal compliance and best internal administration practices.
- Ability to document and develop Standard Operating Procedures for the various administration Departments.
- Preferably knowledge of the CGIAR System and its partners

LOCATION: Nairobi, Kenya

The **Republic of Kenya** is a country in East Africa. Lying along the Indian Ocean, at the equator, Kenya is bordered by Ethiopia (north), Somalia (northeast), Tanzania (south), Uganda plus Lake Victoria (west), and Sudan (northwest). Kenya has numerous wildlife reserves, containing thousands of animal species. Kenya's population of nearly 39 million (2008) is diverse - with more than 40 different cultures represented. The country is named after Mount Kenya, a significant landmark and the second among the highest mountain peaks of Africa.



Kenya has a tropical climate. It is hot and humid at the coast, temperate inland and very dry in the north and northeast parts of the country. There is a lot of rain between March and May (the *long rains*) and moderate rain in October and November (the *short rains*). The temperature remains high throughout these months.



Nairobi is the capital city of Kenya and the most populous in East Africa, with a current estimated population of about 3 million. Nairobi has many parks and open spaces throughout the city. The city has dense tree-cover and plenty of green spaces. The most famous park in Nairobi is Uhuru Park. The park borders the central business district and the neighbourhood Upper Hill. Uhuru (Freedom) Park is a centre for outdoor speeches, services and rallies.

Nairobi is home to the Nairobi Stock Exchange (NSE), one of Africa's largest. It is also the regional headquarters of several international companies and organizations such as General Electric, Youn & Rubicam, Google, Coca Cola, Zain and Cisco Systems.

<http://en.wikipedia.org/wiki/Kenya>
<http://en.wikipedia.org/wiki/Nairobi>

Steps in the Search Process

1. Application:

Communicate your wish to be considered by forwarding your CV and cover letter to Renaud Foster, as indicated above.

2. Assessment and Interviews with Renaud Foster:

Each CV is reviewed and assessed against the job description criteria. Candidates with the strongest match to ICRAF's needs will be screened by telephone. If further details are required, candidates may be invited for a face-to-face interview.

3. Presentation to the Client:

Based on the interviews, each candidate's confirmed interest, and their experience and skill sets match to the job description, candidates are presented to ICRAF. ICRAF will select from this list of candidates those they wish to invite to a formal interview. Typically 3 to 4 candidates are invited to an interview. Whether selected or not, all candidates will be notified of their status at this point.

4. Formal Interview with the World Agroforestry Centre:

Once the selection of candidates has been made, the consultant will contact the candidates with a specific date and time for the interviews. ***The interview process will take place in Nairobi between 15-17 August 2011; availability for these dates is essential.***

5. Selection and Offer:

Once a candidate is selected and ICRAF is prepared to make an offer, Renaud Foster will assist by discussing the parameters of an offer with the chosen candidate. Once the terms and conditions of the offer are accepted in principle by both parties, ICRAF will prepare and present a formal written offer to the chosen candidate.