

Sample Job Description

PARTNERSHIP AND CAPACITY STRENGTHENING MANAGER

DESIGNED FOR POSITIONS IN ANY ORGANIZATION

GUIDANCE

JOB DESCRIPTION BASICS:

WHAT IS IT?

This job description (JD) is a sample that includes the basic components of a standard JD, including purpose, responsibilities and qualifications. It has been designed for a **full-time, senior level** partnership and capacity strengthening position, but can be easily adapted to fit a variety of needs.

WHY DO YOU USE IT?

The primary purpose is to ensure that important responsibilities related to effectively managing partnerships and capacity strengthening activities are identified, understood and appropriately covered by personnel of the hiring agency.

WHEN DO YOU USE IT?

This sample JD can be used as a personnel management tool at any stage, including for example:

- When trying to determine staffing needs, by reflecting on the status of the hiring agency's existing partnerships and whether the responsibilities described in this JD are important, and if so whether they are covered clearly and appropriately by existing staff;
- When recruiting for staff who will cover some partnership and/or capacity strengthening responsibilities, by incorporating relevant pieces into job postings;
- When reviewing JDs of existing positions, by considering whether relevant pieces of this sample should be incorporated into those other JDs.

WITH WHOM DO YOU USE IT?

Primarily this sample JD is for internal application; however, it can also be shared with partners either to allow them to provide feedback related to a staff position that will be relevant to them, or as a tool for them to consider whether they have any staffing gaps related to their own partnership and capacity strengthening needs. Partners could be encouraged to adapt this JD for their own needs, either for new job postings or to incorporate pieces of it into the JDs of existing staff positions when relevant.

HOW DO YOU START TO USE IT?

After a review of this sample JD and related guidance, it can be adapted and applied in whatever ways might prove useful. It can be adapted for use as a stand-alone position, or pieces can be applied to other positions. Some examples for how this JD can be adapted include:

- Lowering the responsibilities (e.g. consider using “supports” or “contributes to” rather than “leads”) to adapt to a more junior or entry level position;
- Lowering the qualifications (e.g. three years’ experience rather than eight) to make it more appropriate to a junior or entry level position;
- Adding additional specifics that are relevant to the context of the hiring agency (e.g. *collaborate closely with agency X to ensure efforts are complementary to their capacity strengthening program for partner X in country X*);
- Incorporating relevant pieces from this sample JD into JDs of other positions, to clearly state any specific partnership and/or capacity strengthening responsibilities that are a part of those positions.

WHERE TO FIND THE TOOLS REFERENCED IN THE SAMPLE JD?

If the hiring agency chooses to reference any specific tools in the JD itself, information about where to find those tools could be included in this section of the guidance.

TEMPLATE

BACKGROUND

<Insert relevant background information>

PURPOSE

The Partnership and Capacity Strengthening Manager serves as the lead staff person for all aspects of partnership and capacity strengthening in the country, including Strategy Leadership, Communication and Relationship Management, and Coordination. In addition, depending on the portfolio, additional responsibilities could include Program Support as well as Staff Supervision.

S/he serves as primary liaison between the hiring agency and its partners, and is responsible for building and maintaining strong relationships. S/he ensures the understanding and application of relevant partnership principles, and is a resource person for the hiring agency and partner staff engaged in joint programs and/or other partnership activities, with the primary purpose of ensuring that partnerships are effective and mutually beneficial. S/he ensures relevant information is shared appropriately and effectively.

S/he is responsible for ensuring partnership and capacity strengthening tools, including <insert relevant tools as desired> are developed and applied appropriately and in keeping with the hiring agency standards and best practice. S/he leads or supports partnership-related groups, including advisory committees, task forces, etc., ensuring meetings are held, information is shared, and action plans are implemented and tracked.

S/he further serves as primary liaison with regional and HQ-based partnership and capacity strengthening staff, and ensures the adoption and sharing of hiring agency and peer agency best practice. S/he supports projects or components of projects that are focused on capacity strengthening.

RESPONSIBILITIES

STRATEGY LEADERSHIP

- Provide overall leadership of partnership strategy and related initiatives, including goal and target development and related monitoring and evaluation;
- Ensure the application of specific methodologies designed to ensure the appropriateness and quality of the partnership strategy;
- Identify and pursue funding opportunities to support/enhance the partnership strategy;
- Identify potential new partners through the use of hiring agency tools, including partner mappings and assessments.

COMMUNICATION AND RELATIONSHIP MANAGEMENT

- Support the development and adoption of a common language around partnership, capacity strengthening and institution strengthening among the hiring agency and partner staff;
- Ensure the effective sharing of information, including key decisions, status updates, successes and challenges, with the appropriate people within the hiring agency and partners (in keeping with situational demands and the requirements of established agreements);
- Identify and apply effective communication methods (meetings, bulletins, presentations, reports, etc.) to ensure regular and effective communication is maintained;
- Build and/or maintain strong and effective relationships between hiring agency and partners, through the committed application of identified principles and other relevant methods;
- Identify concerns of significance related to partnerships and/or partner-implemented projects, and work to address them, ensuring they are brought to the attention of agency leadership as needed;
- Ensure completion and dissemination of reports/documentation of partnership initiatives in keeping with established requirements.

CAPACITY STRENGTHENING

- Work with key staff to develop a strategy for capacity strengthening and leadership development for partners;
- Provide strategic leadership in the development, identification and dissemination of standardized approaches and best practices to implement the strategy;
- Work with staff of relevant program, finance and operations sectors, to develop/adapt and provide training, tools, etc. for targeted hiring agency and partner staff;
- Develop/adapt, provide and/or oversee technical assistance activities with partners, including accompaniment and mentoring;
- Identify any gaps in understanding or application, by relevant hiring agency and partner staff, of key partnership terms and principles, and address them through dialogue, training, provision of tools, etc.;
- Work with partners to apply relevant tools to help identify capacity and institution strengthening needs, develop corresponding strategies, and monitor implementation;
- Participate in field activities such as strategic planning processes and evaluations to ensure an appropriate approach to capacity strengthening;
- Remain current on agency guidelines, learning initiatives and policies related to capacity strengthening;

COORDINATION (INTERNAL/EXTERNAL)

- Identify and support the creation of strong inter-organizational networks that contribute to the hiring agency and partner goals;
- Serve as focal point for issues that may affect key partnerships, including issues with program implementation, reporting, etc.;
- Lead efforts with key hiring agency staff to ensure appropriate level of coordination of partner activities, including sub-recipient management, reporting requirements, monitoring visits, trainings, etc.;
- Serve as primary liaison with regional and HQ-based partnership/capacity strengthening staff, ensuring efforts are integrated with agency strategy, best practices are being applied, and success stories are shared;
- Coordinate with peer/donor agencies in their partnership and institution-strengthening efforts, working to ensure complementarity of effort.

PROGRAM SUPPORT

- Advise on projects or project components that are focused on capacity strengthening at all stages of project cycle, including design and development, planning, implementation, monitoring, evaluation, accountability and learning (MEAL), budget tracking, reporting, etc.;
- Provide guidance on project agreement processes;
- Support the implementation of partner monitoring, and develop/adapt corresponding support tools;
- Advise program, finance and other operations staff on assisting partners to be in compliance with donor regulations, reporting requirements, etc., and provide related guidance and training;
- Support and/or lead monitoring, evaluation, accountability and learning (MEAL) activities and processes, including partner and project site visits when appropriate.

STAFF SUPERVISION

- Supervise partnership and capacity strengthening staff, including the provision of mentoring and on-the-job training as needed.

QUALIFICATIONS

- University degree in development, project management, business, organizational development, non-formal education, psychology or public administration; Master's degree preferred;
- Minimum of eight years of experience in project management, within international organizations or the private sector, including: management of human resources, project activities and/or budgets;
- Minimum of three years of experience with partnership activities and institutional strengthening, preferably with a religious partner;
- Experience with capacity building, including training and mentoring as well as developing training materials;

- Experience in institution strengthening, including developing and/or improving business processes, policies and procedures;
- Experience in developing and utilizing monitoring, evaluation, accountability, and learning approaches in capacity strengthening projects;
- Excellent interpersonal, communication, representation and networking skills;
- Strong capacity to facilitate collaboration between partners and different departments (programs, finance, etc.);
- Strong leadership, advisory and negotiation skills;
- Strong understanding of hiring agency history, mission and vision;
- Demonstrated experience working successfully in cross-disciplinary teams and facilitating team efforts in the workplace, as well as working independently;
- Proven ability to use Microsoft WORD, EXCEL and PowerPoint;
- <Insert Relevant Language Requirements>.



PARTNERSHIP & CAPACITY STRENGTHENING

Title Goes Here

SUBTITLE







To learn more about our work in partnership and capacity strengthening visit CRS' Institute for Capacity Strengthening www.ics.crs.org or contact us at partnership@global.crs.org
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