

EMBASSY OF IRELAND - JOB DESCRIPTION

JOB TITLE: SENIOR PROGRAMME MANAGER – Multilateral and Regional Affairs

JOB SUMMARY:

Background

Global Island: Ireland in Ethiopia and Africa

The role of the Embassy of Ireland to Ethiopia is to deepen bilateral political relations between Ireland and Ethiopia; serve the needs of Irish citizens; strengthen trade, tourism and investment between our countries and support the socio-economic development through a targeted development cooperation and trade programme.

The Multilateral and Regional Affairs work makes an important contribution to the overall goal of the Embassy of Ireland's mission strategy to advance Ireland's values and interests, contributing to a more equal, stable and prosperous Ethiopia and region.

Ireland's Mission Strategy sets out Ireland's engagement in Ethiopia, two countries of secondary accreditation – South Sudan and Djibouti – and its accreditations to the African Union (AU), the Intergovernmental Authority on Development (IGAD) and the United Nations Economic Commission for Africa (UNECA) for the period 2020-2025.

The Mission Strategy, prioritises political engagement across all of our work – economic, cultural, development cooperation – and in particular in furthering Ireland's policy commitments on peace and security. The work of the multilateral team will build on the peace and security and women, peace and security work which was a cornerstone of our engagement during Ireland's term on the UN Security Council. There are also opportunities to review the priority areas of work, and potentially identify new entry points, that build on Ireland's legacy from the UN Security Council term and contribute to Ireland's foreign policy priorities.

I. Function of the position:

The Senior Programme Manager: Multilateral and Regional Affairs will assist the Embassy to deliver the following Mission priorities;

- Strengthen understanding of continental peace and security policy and specific country contexts through engagement with national and regional peace and security architectures (AU, IGAD), leading to greater capacity to promote Ireland's policy priorities and further our contribution to peace and security across Africa
- Promote women's leadership roles in conflict prevention and peacebuilding processes, in collaboration with the African Union Special Envoy on Women, Peace and Security
- Support delivery of the African Peace and Security Agenda, including through support to the AU Peace and Security Department
- Support the South Sudan peace process, including through support to IGAD and strengthened engagement on peacebuilding policy

- Enhance understanding of Ireland's thematic priorities including WPS, Food systems, economic integration, conflict and hunger, climate and security, and others
- Deepen and expand relations with the AU through technical cooperation on strategic areas where Ireland has a specific expertise and experience, such as peacekeeping and regional economic integration.
- Lessons learned on peacebuilding and Women, Peace and Security in Ethiopia are documented and used to inform our engagement in the region and our policy positions in multilateral for a
- Build and manage coordination networks and relationships, particularly with the African Union, IGAD, EU, UN Agencies and other regional mechanisms.

Responsibilities of Senior Programme Manager: Multilateral and Regional Affairs

Strategy and Relationships

1. Provide strategic policy analysis of thematic and country specific issues including on peace and security, food systems, climate change, economic integrations agenda and other relevant African continental and regional issues.
2. Provide strategic and political analysis and recommendations for the delivery of Ireland's Mission Strategy objectives and priorities, inputting into the Mission's Political Working Group.
3. As an EU member state, engage with the EU Delegation to the AU on Ireland's priority areas. Support Mission engagement with the EU Special Envoy for the Horn of Africa and other EU high-level representatives.
4. Support and represent as necessary the Embassy's engagement with the AU Peace and Security Department, the Office of the AU Special Envoy for Women Peace and Security, the UN Office to the AU, UNECA, the AU Partners Group, and other relevant AU departments and fora, as may arise.
5. Support and represent as necessary the Embassy's engagement with IGAD, the IGAD Partners Forum, IGAD Peace & Security Coordination Group, ISAP (Institutional Strengthening Action Plan) meetings, and other relevant IGAD departments and fora. Support embassy engagement related to South Sudan, e.g. the South Sudan Ambassadors group.
6. Develop and maintain relationships with Government of Ethiopia, other relevant UN Agencies and key interlocutors, NGOs and Civil Society organisations, development partners, and research institutes.
7. Support and participate in field missions as appropriate- e.g. to South Sudan.

Management and Administration

8. Manage the multilateral and regional institutions partnership portfolio in strict accordance with the Government of Ireland's financial procedures and regulations and approach to grant management. This will include regular monitoring visits/missions and developing associated follow up reports and action plans
9. Support requests for briefings, observations or information from DFA political division, Africa Unit, Multilateral Units, New York, Geneva and Brussels Permanent Representations, and other missions, as required.

10. Support Irish high level political and other missions to Ethiopia, Africa Union or IGAD.
11. Work with partners in identifying programming, strategic, reputational, and fiduciary or other risks and, in line with Mission policies, coordinate with the financial and audit team to take swift action to address and mitigate any identified risks.
12. Oversee knowledge management from the multilateral and regional institutions portfolio and its contribution to wider Mission programming, particularly around good governance, social accountability, human rights, civil society and economic governance work in the Mission.

Learning and Evidence Building

13. As required, prepare, facilitate, coordinate and participate in evaluations, conferences, seminars as well as communities of practice or other activities related to support for multilateral and regional affairs programming.
14. Keep up to date with relevant international policy developments, best practices, approaches and frameworks related to regional and global peace and security, including women, peace and security, conflict and hunger, climate and security and economic integration.
15. Undertake other tasks and activities as requested.

II. Reporting to:

The Senior Programme Manager: Multilateral and Regional Affairs reports to the Deputy Special Representative to the African Union. The role requires close collaboration with other Senior Programme Managers and the Political Working Group in particular.

III. Direct reports:

The Senior Programme Manager, Multilateral and Regional Affairs, has direct line management responsibility for the Programme Officer, Multilateral and Regional Affairs.

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