

Job title: Regional Unit Manager

Reports to: ISSD Ethiopia program manager based at program management unit (PMU) in Addis Ababa

The position

At each of the five regional units in ISSD Ethiopia, the program is led by a senior manager, who works 75% of their time and is an assigned existing academic staff member in the case of universities. The manager provides guidance and oversight to a team of staff, and is the main liaison between the regional unit and ISSD Ethiopia PMU. The Regional Unit Manager is responsible and accountable for technical and financial management as well as the overall implementation of ISSD Ethiopia in their regional state, delegated these tasks by the legal representative of the hosting organization.

The Regional Unit Manager works closely with the ISSD Ethiopia PMU and with technical assistance from Wageningen University & Research, Wageningen Centre for Development Innovation (WCDI) to ensure that regional activities lead to the targeted ISSD Ethiopia outcomes and are financially, administratively, and programmatically compliant with the BENEFIT Partnership in Ethiopia. BENEFIT stands for Bilateral Ethiopia-Netherlands Effort for Food, Income and Trade. It is a partnership among five programs in the country, including ISSD Ethiopia, and with the Ethiopian agricultural sector itself, funded by the Dutch Government.

The Regional Unit Manager will lead a team comprised of: gender & rural development expert; seed expert; farmer organization expert; business development & marketing expert; knowledge sharing and communication expert; value chain expert; finance officer; and drivers. Day to day operational management of the regional unit will be carried out by the Regional Unit Manager.

Key Responsibilities

The Regional Unit Manager will provide overall guidance and leadership to the regional unit to ensure alignment between ISSD Ethiopia interventions and regional seed strategies; promotes seed sector development through the regional seed core group, seed unit and other coordinating bodies; sets the strategic direction of the regional unit's activities in consultation with key partners in the regional state and with PMU and WCDI; facilitates administrative and

programmatic embedding of the regional unit within its host organization; ensures integration and synergy among program components; actively promotes collaboration with the BENEFIT Partnership; maintains excellent communication with PMU and WCDI; represents ISSD Ethiopia (inter-)nationally; and develops a strong partnership network that fosters a vibrant, commercial and pluralistic seed sector. Further, key responsibilities include the following.

1. Providing guidance and leadership to the regional team in consultation with PMU and WCDI and developing effective working relationships with other strategic partners, including those within BENEFIT.
2. Assuming full responsibility and accountability for financial, administrative, and programmatic implementation of ISSD Ethiopia in the regional state to PMU and BENEFIT and ensuring that the regional team submits timely and accurate technical and financial reports that are compliant with BENEFIT procedures.
3. Effectively leading program planning, monitoring, evaluation and learning processes in close consultation with and guided by PMU and WCDI, whilst supporting staff under their supervision to document and share lessons on ISSD.
4. Leading, coaching and building the regional unit as a cohesive and integrated team and recruiting, orienting and managing staff under their supervision using human resources management guidance shared by PMU and BENEFIT.
5. Managing day-to-day administrative and logistical operations including making and revising work plans and budgets, managing cash flow, working with the finance officer in conducting budget analysis and documenting expenditure, issuing and explaining cash advance requests to PMU, authorizing and facilitating vehicle maintenance, procurement, inventory of office supplies, fuel purchases, air ticket purchase, vehicle hire, airport pickups, hotel reservations and per diem payments.