

CTIN Job Description

Project Lead: AUCTF

1. MAIN PURPOSE OF THE POST

The primary purpose of CTIN's AUCTF Project Lead role is to oversee and coordinate the activities within the Civic Tech Innovation Network (CTIN) Secretariat, specifically focusing on the contract related to implementing the African Union Civic Tech Fund (AUCTF) programme. The role is also integral to ensuring the successful delivery of key components aligned with the organization's strategy.

The AUCTF Project Lead will play a pivotal role in managing the execution of the contract, which will include the following Key Responsibilities:

Contract Administration:

- Ensuring that CTIN meets its obligations in the AUCTF agreement, adhering to defined scopes, budgets, and timelines within the governance and accountability framework of the organization.
- Meet governance and compliance requirements of the programme.
- Monitor compliance with established policies and procedures.
- Mitigate risks and issues related to project delivery.

Program Coordination:

- Manage the development and implementation of projects and activities within the AUCTF initiative.
- Oversee the coordination of AUCTF-related activities within the CTIN Secretariat, ensuring that various roles and components are clear and executed upon.
- Collaborate with relevant stakeholders to streamline project delivery processes.

Program Integration:

- Ensure alignment of associated activities with the organization's overall strategy and objectives.
- Ensure that programme outcomes are contributing positively to the overall vision of digital empowerment and participatory governance in Africa.
- Work closely with the key stakeholders (AUC, Ushahidi, and the AUCTF grantees) to facilitate the successful execution of their initiatives.

Stakeholder Management:

- Facilitate effective communication and collaboration among general stakeholders, including AUCTF grantees, CTIN Research Team, and the wider civic tech community.
- Engage with partners, including the African Union Commission (AUC), to ensure strategic alignment and support for the AUCTF program.

Reporting, Evaluation & Learning:

- Develop and implement robust metrics and reporting mechanisms to measure the impact of AUCTF initiatives.
- Facilitate continuous evaluation, refinement, and accountability for each AUCTF-funded project.
- Support overall knowledge management and comply with CTIN and Wits documentation standards.

2. MINIMUM /ESSENTIAL REQUIREMENTS

Required Academic Qualification/s	NQF (if applicable)
A relevant qualification (Honors level upwards) from an accredited university or institution (candidates may come from a wide range of fields) e.g. related to development, communication, innovation, social and political organizing, etc.	
Required Years of Work-Related Experience	3 years

3. DESIRABLE REQUIREMENTS

Academic Qualification/s	NQF (if applicable)
A relevant qualification (Masters-level upwards) from an accredited university or institution. Candidates may come from a wide range of fields.	
Years of Work-Related Experience	3+ years
Competencies (Knowledge, Skills, and Behaviours')	
<ul style="list-style-type: none"> - Some understanding of or experience with digital technology / social innovation - Proven experience in project management, preferably in the context of civic tech initiatives. - Strong understanding of governance frameworks and accountability structures. - Excellent communication and stakeholder management skills. - Ability to work collaboratively with diverse teams and stakeholders. - Familiarity with the African civic tech landscape is advantageous. - Experience with programmes / project / contracts management and coordination - Experience managing work teams and service providers. - Experience and reporting to with civil society, philanthropic, academic organisations, or similar. - Advanced project coordination / management skills - Superior organisational and communication skills - Proficient IT skills (MS Office suite, Internet, database management) 	

4. JOB CONTENT

KEY PERFORMANCE AREAS (LIST UP TO 6 IN ORDER OF IMPORTANCE)	ACTIVITIES / OBJECTIVES / TASKS	% OF TIME SPENT	INDICATORS/RESULTS / OUTCOMES	ESSENTIAL COMPETENCIES (KNOWLEDGE, SKILLS, BEHAVIOURS)	
1) Programme Management	<ul style="list-style-type: none"> • Develop and manage the Grant Call process. • Establish and oversee the Selection Committee. • Announce and manage the selection process. • Ensure successful awarding of grants. • Provide ongoing oversight and reporting. • Establish a multi-lingual toolkit for civic-tech platforms. • Ensure adoption by at least 15 projects. • Conduct surveys and feedback sessions. • Organize an annual convening opportunity for grantees. 	50%	Systems, procedures, workflows	Core: <ul style="list-style-type: none"> - Accountability - Attention to Detail - Communication - Customer/Service Focus - Initiative - Innovation - Integrity - Organizational Understanding - Planning and Organizing/Time-Management - Problem Solving/Decision-making/ Analytical thinking - Project management - Reliability/Dependability - Results-Orientation - Technical Expertise 	4
2) Strategic management	<ul style="list-style-type: none"> • Collaborate with CTIN Research Team for short research projects. • Leverage the Civic Tech Innovation Forum for community building. 	10%	Implementation, resourcing and sustainability plans	General: <ul style="list-style-type: none"> - Collaboration - Continuous Learning - Delegation 	3

	<ul style="list-style-type: none"> • Initiate an annual State of Civic Tech in Africa report. • Develop and implement a communication and dissemination strategy. • Identify and pursue advocacy agendas in alignment with program goals. • Facilitate discussions for innovative funding models. • Secure commitments from at least 3 organizations. • Engage key African civic tech stakeholders. • Ensure adequate resources for roundtable discussions. 			<ul style="list-style-type: none"> - Influencing/Persuasion or Advocacy Skills - Interpersonal Relationships - Flexibility/Adaptability - Financial management - People Management/ Development - Resilience - Strategic and Collaborative Leadership - Team Building and Conflict Resolution - Team work 	
3) Resource mobilisation	<ul style="list-style-type: none"> • Work closely with grantees to cultivate long-term strategies. • Establish partnerships with local organizations, NGOs, and governments. • Negotiate partnerships with the support of AUC for sustained collaboration. 	10%	Successful establishment of strategic partnerships to support AUCTF projects.		

4) Resource Management	<ul style="list-style-type: none"> • Ensure efficient allocation of financial and human resources. • Monitor budget constraints and manage resources for maximum impact. 	20%	Adequate and accountable resources for Programme delivery		3
5) Monitoring, evaluation and reporting	<ul style="list-style-type: none"> • Implement a robust monitoring and evaluation framework. • Conduct periodic progress reports and stakeholder engagement. • Track instances of policy influence and change. • Assess risks and implement mitigation strategies. • Evaluate the sustainability of each initiative. • Share lessons learned and best practices with the civic tech community. 	10%	Performance and evaluative reports		

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