

PROJECT COORDINATOR - CAPACITY BUILDING (MEDIA FOCUS)
REVENUE WATCH
BASED IN GHANA THEN LONDON
November 2009

REVENUE WATCH

The Revenue Watch Institute (RWI) is a non-profit policy institute and grant-making organization that promotes the transparent, accountable and effective management of oil, gas, and mineral resources for the public good. RWI provides expertise, capacity building and funding to help countries maximize the long-term economic benefit of their natural riches.

Oil, gas and mining resources have the potential to fuel the growth and development of resource rich countries. But, often this wealth may be captured by elites, may distort and damage the broader economy, may reduce governments' apparent need to respond to their citizens and may fuel conflict. Many developing countries lack the oversight mechanisms, both within government and civil society, to manage these challenges.

Revenue Watch is the only organization exclusively dedicated to helping oil, gas, and mineral-producing countries harness extractive revenues for development. We take a comprehensive approach to improving governance and development along the resource value chain—from the decision to extract, through the organization of production, revenue generation and management, to the expenditure processes in resource-rich countries. We believe that improved public oversight of these revenues, coupled with targeted assistance to governments on managing them, can help turn resource wealth from a hindrance into an asset.

PURPOSE AND CONTEXT OF THE POSITION:

The Project Coordinator (PC) posts support the Director of Capacity Development and Training to design, implement, monitor and promote our approaches to addressing the diverse and increasingly advanced needs of the media. Most of the capacity development team is based in London, whilst RWI's head office is in New York.

RWI believes that a vibrant, scrutinizing media is essential in giving public the information and voice it needs to demand the transparency and accountability necessary for good use of public resources and revenues, including those related to oil, gas and mining. RWI has undertaken some training and capacity building work with and for media actors, to improve the quantity and quality of reporting on extractive issues. But RWI now has a strong desire to develop more systematic, sustainable and impactful approaches and expand its coverage.

The Project Coordinator will focus on work to build the capacity of media as a key target group. RWI recently received funding to develop a significant new media capacity building program in Ghana and Uganda. During the first year, the PC will be based in Ghana to manage initial set-up and the inaugural training. Between 6 months and a year after the inception of the programme, the PC will be relocated to London to continue media capacity building efforts on a broader scale. The project is currently slated to run for 3 years, with the latter two years contingent upon fundraising.

RESPONSIBILITIES:

The Project Coordinator (Media) will be responsible for the following:

Recruit and manage the Project Administrator. Manage the development of this post-holder to take increasing responsibility for the program over time.

Co-plan and implement the scoping trips to finalise design of project interventions, including selection of local partners and media houses.

Ensure good on-going communication and coordination with other agencies involved in capacity building of media (especially related to economic media and the extractives) – nationally, regionally and internationally.

Negotiate and manage all contracting and relationships with local partners, the Extractive Industries Knowledge Hub and any others providing inputs to the program (including inputs from technical advisors within RWI).

With local partners, design and implement the:

§ selection process to identify participants,

§ needs assessments and trainings,

§ mentoring program

§ financial support mechanisms

§ prizes for journalism

§ Ensure an effective monitoring and evaluation approach is designed and implemented, including tracking and analysis of media coverage.

§ Ensure project learning and impact is effectively documented and communicated to key audiences, using traditional and new media and tools

§ Maintain close and constructive relationships with editors, owners, leading journalists etc to ensure the smooth running of the program.

§ Ensure effective financial management of the project and reporting to donors.

§ Build contacts and lever the project to develop and sustain the RWI media programme in Africa and other regions.

§ Represent RWI externally at meetings, conferences, with donors etc.

§ Implement media related work as required by RWI's capacity building portfolio, in agreement with the Director of Training and Capacity Building.

QUALIFICATIONS AND REQUIREMENTS:

Requirements

At least 3-5 years experience running and managing capacity building projects in an international development and advocacy environment – including recruitment and management of staff, relationship management and capacity building of local partners, monitoring and evaluation, financial management.

Demonstrable understanding of the media in Africa – key players, constraints, opportunities.

Personal commitment to improving the use of, and accountability for, public resources.

Skills in effective documentation and communication of project progress and learning.

Ability to combine attention to detail whilst driving towards the overall goals of a program

Ability to manage several simultaneous projects in a fast-paced environment.

Ability to work in a self-motivated manner, with management support from a distance.

Collegiate working style with superior interpersonal, writing, and organizational skills.

Ability to use all key Microsoft office software.

Willingness to travel – approximately 1 week per month.

Ability to be based in Accra for one year, then relocate to London or New York.

Strongly preferred

§ Post-graduate degree in a relevant field (media, political science, economics, international affairs).

§ Experience in adult learning and teaching/teacher training.

§ Experience in media capacity-building and network building in low income countries.

§ Experience in civil society capacity-building and network building in low income countries.

§ Fluency in at least one additional language to English, especially French.

LOCATION: The candidate will be based in Accra, Ghana during the initial set of the project (6 months to 1 year). When progress is reviewed at the end of that period, the post-holder will be moved to London, UK or New York.

POST DURATION: 1 year with a possibility of renewal.

START DATE: February 2010

COMPENSATION: Commensurate with experience. Benefits include medical, dental, work travel insurance, life and disability insurance, private pension scheme, 20 annual leave days plus all public holidays.

TO APPLY:

Please email resume, cover letter, references and salary requirements before December 7, 2009, to: recruitment-admin@osf-eu.org

Include job code in subject line: PC/CAPACITY (MEDIA)/RWI

OR

OSF-London Human Resources

5th/4th Floor, Cambridge House, 100 Cambridge Grove,

London W6 0LE, United Kingdom

Fax: +44 (0)20 7031 0247

Once we have had an opportunity to consider all resumes received by December 7, 2009, we will only contact those applicants whose background and prior experience appear to be most suited to this particular position.

No phone calls, please. The Open Society Institute/Revenue Watch Institute is an Equal Opportunity Employer.

**PROGRAM OFFICER - CAPACITY BUILDING
REVENUE WATCH**

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Revenue Watch Institute works in Anglophone and Francophone Africa the Middle East and North Africa, Latin America, Central Asia and Caucasus and Asia/Pacific. RWI is headquartered in New York, with an office in London and Regional Coordinators based in the field who coordinate our efforts and provide guidance on strategic priorities and needs based on the needs and demands of our target audiences. RWI uses a variety of tools to help countries transform resources into well-being, including technical assistance and capacity building to civil society and government to build knowledge of the extractive industries, international and regional advocacy to promote transparency and accountability, applied research and cross comparative studies to advance our understanding of key issues in the field, and grant-making to civil society.

PURPOSE AND CONTEXT OF THE POSITION:

The Capacity Building Program Officer will report the Director of Capacity Development and Training and support the Regional Coordinators in Central Asia and Asia-Pacific to expand and systematise our approaches to addressing the diverse and increasingly advanced needs of key groups in resource-rich countries— civil society, governments, legislatures and media— with a particular focus on greater sustainability, cost-effectiveness and learning between activists. There are currently three POs, and this post will be a new addition to the Capacity Building team. Most of the capacity development team is based in London (and is the preferred location for the new PO post). Noting the active role Regional Coordinators play in development and delivery of programs, the new PO will work closely with the Central Asia RC, based in Baku, Azerbaijan and the Asia-Pacific RC based in Jakarta, Indonesia. It is anticipated that the PO will travel frequently to these regions to ensure CB work is tailored to the specific needs and demands of our target audiences. Key areas of development over the next two years for the Capacity Building team, supporting the work of RWI as a whole, will include:

§ Developing training modules, curricula, and courses to train trainers to meet the different needs of civil society activists, organisations and coalitions around the world

§ Developing a network of independent regional knowledge and training ‘hubs’. Staffed by and focused on the people of the region, the purpose of a ‘hub’ is to act as a locally responsive and sustainable source of capacity building and place for multi-stakeholder debate. They will each run at least one ‘core course’ each year.

§ Supporting a number of sub-national pilot projects that seek to build capacity to improve the use of extractive-related revenues at the sub-national level (e.g. state, provincial or district) in an integrated way with different target groups - local governments, civil society and media. There are currently 4 pilots, in Indonesia, Peru, Ghana and Nigeria. The focus varies with the context and local partners, but address issues like projections and transparency of revenue receipts, plans for their use, budgeting and budgeting tracking, involvement of multi-stakeholder groups in the oversight of revenue use.

§ Supporting pilot projects to strengthen the oversight role of members of parliament, Researching, writing for external publication and presenting on best practices and lessons learned in capacity-building, with particular emphasis on civil society. There are currently 2 pilots (in Ghana and Tanzania) but there are plans to expand this to other countries in Africa (in 2010) and South East Asia (in 2011).

§ Developing a new pilot to test approaches to strengthen the capacity of media to effectively report on extractives issues. The initial focus will be on Africa- especially Ghana and Uganda in 2010

- § Developing a web-based Resource Centre to support actors to remotely access ‘libraries’ of resources, experts and, in the medium-term, to undertake self-managed learning programmes.
- § Running RWI fellowships for civil society, academics and media from resource-rich countries

RESPONSIBILITIES OF THIS POST:

Further specific content and geographical focus of the work of the Program Officer will be planned with the Director of Capacity Development together with the Regional Coordinators to respond to priorities as they evolve. The post is likely to lead on regionally-focused capacity building support relating to the regions of South Asia/Pacific and Central Asia/Caucasus. However final allocations will depend on the profile of skills and experience of all the POs as a whole. Below are broad based responsibilities of the position (usually undertaken in coordination with other staff, e.g. Regional Coordinators, Technical Advisors):

Undertake capacity-building needs assessments and design appropriate responses with partners in resource-dependent countries

Research key gaps in capacity-development support and work with experts and trainers to manage the design of courses and the production of necessary supporting materials

Support the development of ‘hubs’ where these are priorities in the organisational plan. This will include development of key core courses (e.g. Summer School) as well as the institutional strength of the hub’s home base

Support the sub-national pilot project as appropriate (see above. The pilots are about improving the use of extractive resources at the sub-national level, e.g. state, province, district.) The South Asia pilot is in Indonesia. This will include the provision of technical assistance to local partners, and ensuring that monitoring and evaluation, documentation and reporting are all appropriate to learn and share lessons and impact.

Research and write briefings, policy papers and other materials reflecting on best practices and lessons learned for periodic RWI publication and presentation to international and local audiences

Represent RWI externally at conferences, with donors, in the EU and abroad

Implement other areas of work as required by RWT’s capacity building portfolio, in agreement with the Director of Training and Capacity Building.

QUALIFICATIONS AND REQUIREMENTS:

Requirements

At least 5-7 years experience running and managing capacity building projects in an international development and advocacy environment – including support of local partners at a distance, monitoring and evaluation, financial management. Experience in civil society capacity-building and network building in low income countries.

Personal commitment to improving the use of, and accountability for, public resources

Ability to combine attention to detail whilst driving towards the overall goals of a program

Skills in effective documentation and communication of project progress and learning.

Experience conducting project impact monitoring and evaluation

Ability to manage several simultaneous projects in a fast-paced environment

Ability to work in a self-motivated manner, with management support

Collegiate working style with superior interpersonal, writing, and organizational skills

Ability to use all key Microsoft office software

Willingness and stamina to travel – approximately 1 week per month.

Integrity and professional discretion

Strongly preferred

Post-graduate degree in a relevant field (media, political science, economics, international affairs)

Fluency in at least one additional language to English (especially Russian, Bahasa although other languages would also be an asset such as Arabic, French, Portuguese, Mandarin etc.)
Experience in adult learning and teaching/teacher training,
Experience in capacity building with parliamentarians and/or media.

LOCATION: London is the strongly preferred location. New York may be considered for an exceptional candidate.

POST DURATION: This is a permanent post.

START DATE: January 2010

TO APPLY:

Please email resume, cover letter, references and salary requirements before December 7, 2009, to: recruitment-admin@osf-eu.org

Include job code in subject line: PO/CAPACITY/RWI

OR

OSF-London Human Resources
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