

Vacancy: Misean Cara Development Mentor for the Southern Africa Region (based out of Zambia or South Africa)



Background, Role Description, Specification and Application Procedure

POSITION SUMMARY

Misean Cara is seeking to recruit a suitable candidate for the position of Development Mentor for the Southern Africa region. Mentorship support focuses on enhancing the existing professional expertise and systems of member organisations and their project teams. Mentors accompany project personnel in their journey to plan, implement, reflect and report on their development projects. The successful candidate will have demonstrated skills and experience in all aspects of **project cycle management** and results-based approaches, and will be adept at facilitating learning with Misean Cara's members and their project teams in the Southern Africa region, particularly in South Africa, Zambia, Zimbabwe and Malawi. The mentor will be managed and supported by a locally-based host organisation (in South Africa or Zambia) and will also be a member of Misean Cara's Learning & Development Team, which consists of a manager and three officers based in Ireland, and four mentors based in Africa and Latin America.

To apply, send your CV and a brief cover letter by email to jobs@miseancara.ie by 5th July 2020

Background

Misean Cara is a faith-based NGO of Irish religious and lay missionary organisations. Our members live and work long-term with marginalised and vulnerable local communities in some of the world's most impoverished and disadvantaged regions. Our movement is made up of 89 member organisations working in over 50 countries. Our current Strategy 2017-2021 sets out key goals in the four thematic areas of education, health (including clean water & sanitation), sustainable livelihoods, and human rights. A fifth goal focuses on enhancing and promoting the missionary approach to development.

During 2019, we approved funding of €2.8million to projects in the 4 countries of primary focus for the Southern Africa mentorship programme, namely South Africa, Zambia, Zimbabwe and Malawi. The overall funding to projects supported across all countries in **2019** is outlined in the table below:

Sector	Education	Health	Livelihoods	Human Rights	Emergency Response	Member Capacity Development	Total
No. of Projects	112	57	48	54	52	34	357
Amount (€)	5,335,029	3,617,830	2,202,921	2,792,841	769,802	521,685	15,240,108

Misean Cara provides a range of supports for the international development work of our members.

We access and distribute funding for high quality development initiatives, providing effective oversight through monitoring, evaluation and audit. We seek to enhance capacity to deliver significant results through mentorship, research, learning and development activities and quality support.

Misean Cara’s Mentorship programme has evolved as a structure through which we provide support to our members. It aims to complement the ongoing support provided by Missionary Development Officers (MDOs). This accompaniment is premised on supporting project personnel to empower themselves through development of knowledge and skills, in line with Misean Cara’s Capacity Development Policy (2019).

For further information see: www.miseancara.ie

Mentorship Role Description

1. Role context

As a member of the Learning and Development team, the mentor reports primarily to Misean Cara’s Learning and Development Manager, who is based in Ireland. In addition, the mentor will report to the assigned line manager within the host organisation. Details of a locally-based host organisation, contracted by Misean Cara to host, manage and support the mentorship programme, will be confirmed during the recruitment process.

This role will be based in Pretoria, South Africa or Lusaka, Zambia.

Misean Cara currently has four mentors based in Africa and Latin America. Each mentor is assigned to a specific region and is available to support members and their project teams in a number of countries. The following countries are covered by the Southern Africa mentorship programme:

Countries of Primary Focus	Countries of Secondary Focus
<ul style="list-style-type: none">▪ South Africa▪ Zambia▪ Zimbabwe▪ Malawi	<ul style="list-style-type: none">▪ Angola▪ Botswana▪ Lesotho▪ Madagascar▪ Mozambique▪ Namibia▪ Swaziland

2. Purpose

Mentorship support focuses on enhancing the existing professional expertise and systems of member organisations and their project teams. Mentors accompany project personnel in their journey to plan, implement, reflect and report on their development projects. This takes account of current good practice and emerging learning within the development sector, while also remaining rooted in strengths of the missionary approach to development¹.

The purpose of the role will be driven by Misean Cara’s strategic objectives to assist member

¹ For more on the missionary approach to development see: <http://www.miseancara.ie/wp-content/uploads/2018/09/LB2018-02-Faith-based-and-Missionary-Approach-to-Development.pdf>

organisations and their partners in delivering and demonstrating high quality development work. This will involve a commitment to integrate into the role, the Misesan Cara values of respect, integrity, compassion, justice and commitment.

3. Primary responsibilities

Always taking the accompaniment-style mentorship approach, the mentor works through on-site visits to project teams, with follow-up via email, telephone and Skype, and by facilitating workshops and member meetings. The primary responsibilities of the role are set out as follows, taking cognizance of the expected results to be achieved (as set out in the next section):

- 3.1 **Capacity Development:** To build the capacity of personnel delivering development projects funded by Misesan Cara, by following the four step approach of the Capacity Development Policy. In particular to assist Misesan Cara members and project personnel to understand and implement the Project Cycle Management (PCM) and results-focused approaches. The Capacity Development element is expected to account for about 80% of the Mentor's activity, with the remaining 20% divided among the following three elements.
- 3.2 **Monitoring, Evaluation and Learning (MEL):** To support Misesan Cara's monitoring and evaluation programmes (including in countries where the mentor is not providing mentorship support); to assist with project report reviewing tasks; and to promote learning/sharing of good practice and innovation.
- 3.3 **Networking and Linkages:** To encourage and facilitate networking among members and their partners in order to facilitate communication across Misesan Cara's membership. Further, to support members to develop links with other relevant stakeholders taking account of the wider institutional and policy context.
- 3.4 **Communications:** To assist Misesan Cara in collecting material about successful projects in order to communicate the results achieved to the public through various media.

4. Result areas (key outcomes)

Given that the work on Capacity Development is the Mentor's primary area of responsibility (see para. 3.1 above), this section sets out in more detail the specific activities to be undertaken in each of five related results areas.

4.1 Enhancing quality: support with planning, proposals and Misesan Cara Quality Support Initiative

- a. Support the members and project staff in understanding Misesan Cara's funding policies, funding schemes and systems, proposal and report forms, etc.;
- b. Support the pre-proposal thinking process to strengthen problem identification, needs analysis, prioritisation and response selection, etc. and find common ground between these and the vision and requirements of Misesan Cara;
- c. Encourage and facilitate the development of sound stakeholder analysis using participatory methodologies so that key beneficiaries/ participants and other actors are mapped and taken into consideration in project design and planning;
- d. Facilitate the incorporation of the missionary approach to development.

Note: The mentors' role is not to write/ translate applications; but to provide support to the thinking behind the project.

4.2 Enhancing quality: support with implementation and monitoring by members

- a. Encourage linkages between project implementation decisions and the beneficiaries;
- b. Help differentiate between targets and beneficiaries; both direct and indirect beneficiaries;
- c. Find ways to strengthen the feedback loop of information flows between the following: Misesan Cara staff – MDOs – Mentors – Field staff – Beneficiaries;
- d. Improve the capacity of project staff to strengthen their own monitoring systems, while also seeking information on successful projects ideas from the staff.

Note: If a mentor (or the host organisation) is at times assisting with the implementation of organisational capacity development projects, it is important to take measures to avoid any conflict of interest, or even any perceived conflict of interest.

4.3 Demonstrating Results: support with reporting on Misesan Cara-funded projects

- a. Clarify the expectation of Misesan Cara around results and generate specific templates for reporting both narrative and quantitative results data;
- b. Support those projects whose reports are overdue;
- c. Guide members in linking/ aligning their project reports back to their original proposals;
- d. Capture stories of change, whether big or small. The mentors may come up with a possible list of such stories, which could be elaborated on;
- e. Encourage documentation and record keeping of inputs, outputs, processes and outcomes/ results during the entire project cycle;
- f. Conduct workshops on results-based management/ frameworks, etc. in order to align the thinking of project planners towards a results-driven approach.

4.4 Reinforcing Sustainability: support with broader organisational strengthening

- a. Facilitate members in exploring options for the securing of the required 25% co-funding beyond the scope of project proposals to MC;
- b. Support the thinking of members around succession planning;
- c. Provide on-the-job training, run in-house short training or deliver short courses on particular topics requested by Misesan Cara for one or more member organisations and their partners;
- d. Support members in their efforts to make projects sustainable (based on definitions of "sustainability" in current MC funding schemes).

4.5 Reinforcing Sustainability: support with coherence to external institutional frameworks

- a. Encourage coherence with the external institutional framework (e.g. national government policies and regulatory context) where appropriate;
- b. Encourage and support the negotiation of service agreements or Memorandums of Understanding (MoUs) with government authorities where appropriate;
- c. Promote alignment with Misesan Cara policies (e.g. Health, Education, Income Generation/Livelihoods, and Human Rights).

Note: The mentors have a bird's eye view of the potential partnerships, networks and collaborations possible among members and other partners within their region. This means that, subject to involvement of MDOs and leadership, they can identify and promote mutual benefits and help establish new partnerships among stakeholders to enhance sustainability.

Person Specification

Essential skills and attributes:

1. A degree-level qualification or equivalent in a relevant development discipline;
2. At least five years' experience in the development sector, preferably in the Southern Africa region;
3. An understanding of development issues across the region, particularly in countries of primary focus
4. Demonstrable experience in management of development projects using results-based frameworks, and promoting the engagement and participation of people/beneficiaries;
5. Knowledge and experience of the monitoring and evaluation of development projects;
6. Knowledge and experience of capacity development in the context of participatory development projects;
7. An affinity with, and respect for, the approach to development work taken by missionary organisations;
8. A high degree of self-sufficiency and initiative (self-starter), and the ability to innovate;
9. Ability to report in a timely manner on monthly mentorship deliverables;
10. The ability to work well as part of a remote team;
11. Excellent interpersonal relationship management and communication skills;
12. Excellent English language skills (writing, reading, listening, and speaking); and
13. A willingness to travel to and work in marginalised, isolated and less developed areas across a range of countries.

Desirable skills and attributes:

14. A masters-level qualification or equivalent in a relevant discipline;
15. Experience working in a capacity-development role with grassroots organisations;
16. Demonstrable knowledge of the role of the church or other faith-based organisations in international development; and
17. While not essential, competence in written and spoken languages of the region, such as Portuguese, French and widely spoken local languages, would be advantageous.

Terms

At application stage, all candidates must have the right to live and work in either South Africa or Zambia.

References and vetting will be undertaken as part of the selection process.

An attractive salary and terms will be offered, dependent upon experience. Travel and medical insurance will also be provided.

This post is offered on a 2-year contract basis. An initial probationary period may apply.

Mentors will be expected to fully participate in regular Misean Cara meetings once or twice each month via zoom/ skype. Mentors in all regions meet face-to-face twice each year, along with Misean Cara staff.

As noted earlier, the role will be based in South Africa or Zambia. Details of a locally-based host organisation, which will be contracted by Misean Cara to host, manage and support the mentorship programme, will be confirmed during the recruitment process.

How to Apply

All applications including CVs must be entirely in English. Interviews will be conducted in English.

All applications must be made by email to: jobs@miseancara.ie

Put "**Mentor Application**" in the title of your email.

Send your CV and a brief cover letter as email attachments. The cover letter should (a) explain your motivation, and (b) summarise your relevant experience and skills, in no more than 400 words.

The following timeline is envisaged for this recruitment process:

- **Closing date for emailed applications: 5th July 2020**
- First round interviews, via Zoom/Skype: Monday 13th and/or Tuesday 14th July 2020
- Second round interviews, via Zoom/Skype: Friday 17th July 2020