



**International Co-operative
Alliance – Africa**
A Region of the International
Co-operative Alliance

JOB ADVERTISEMENT: ICA-AFRICA REGIONAL DIRECTOR

1. Background

The International Cooperative Alliance (ICA), established in 1895, is a non-governmental organization that unites, represents, and serves cooperatives worldwide. With an estimated 3 million cooperatives globally, ICA provides a global voice, platform for knowledge exchange, and coordinated action for cooperatives. ICA operates through regional offices in Africa, the Americas, Asia-Pacific, and Europe.

ICA-Africa, one of the four regional offices, was established in 1968 and has been headquartered in Nairobi, Kenya since 2004. It represents 43 member organizations across 21 countries. In 2021, ICA-Africa opened a sub-regional office in Cairo, Egypt, to strengthen operations in North Africa. ICA-Africa works to promote and strengthen autonomous, viable cooperatives through capacity-building and policy advocacy for the socio-economic benefit of its members.

Vision: "A hub for people's socio-economic transformation."

Mission: "To promote a dynamic and inclusive cooperative movement through shared resources."

Core Values: Self Help, Self-Responsibility, Democracy, Equality, Equity, Solidarity

Ethical Values: Integrity, stewardship, partnership, creativity, innovation, and teamwork.

ICA-Africa promotes the development of cooperative enterprises by:

- Serving as a forum for the exchange of knowledge, research, and statistics.
- Providing technical assistance for cooperative development.
- Collaborating with national governments, UN organizations, and regional African bodies.

ICA-Africa's objectives include:

- Promoting the cooperative movement in Africa.



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- Protecting and advocating for cooperative values and principles.
- Fostering mutually beneficial economic relations among member organizations.
- Supporting sustainable human development and contributing to peace and security.
- Advocating for gender equality within the cooperative movement.
- Lobbying for an enabling environment for cooperative development.

2. Job summary

The ICA-Africa Regional Director will oversee the management and operations of ICA-Africa's activities, leading a team of staff, resource mobilization and management, and building relationships with stakeholders. The Regional Director will execute the ICA-Africa strategic plan, mobilize resources, and strengthen relationships with ICA-Africa members, government officials, partners and stakeholders. This position offers an attractive and competitive salary in line with Global practices.

3. Duties and responsibilities

- a) **Regional Operations Management:** Oversee daily operations
- b) **Staff Management:** Recruit, onboard, orient and mentor staff. Implement performance management systems, staff retention plans, and foster a collaborative work environment. Ensure strategic objectives are achieved and manage staff dismissals when necessary.
- c) **Training and Development:** Develop and implement training programs to ensure staff are equipped to meet ICA-Africa's strategic objectives.
- d) **Cooperative Advocacy:** Promote and defend cooperative values and principles at the regional level.
- e) **Strategic Planning:** Submit to the Regional Assembly, Regional Board, ICA Global Director and Donors. Ensure that ICA-Africa's annual work plans and budgets align with ICA-Africa strategic objectives.
- f) **Representation:** Represent ICA-Africa members' policy concerns to governmental bodies, the public and other relevant stakeholders.
- g) **Governance support:** Organize and participate in Regional Assembly, Regional Board and Global Management Team meetings and ensure high governance standards.



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- h) **Cooperative Development:** Promote sustainable cooperative development, identity, principles and values across the region.
- i) **Financial Oversight:** Supervise financial affairs, ensuring budget compliance, sustainable practices, and regular reporting. Manage banking operations for ICA-Africa.
- j) **Public Relations:** Oversee regional communications and maintain strong relationships with external stakeholders.
- k) **Membership Growth:** Mobilize new members and implement effective retention strategies.
- l) **Resource Mobilization:** Develop project proposals, secure sponsorships, and engage in fundraising efforts.
- m) **Stakeholders' engagement and networking:** building strong relationships with ICA members in Africa, country members, governments and the region and global partners.
- n) **Compliance:** Ensure compliance with ICA policies, government regulations, and donor requirements.
- o) **Other Duties:** Perform other tasks as requested by the Regional Board and Director General.
- p) **Operationalization of the ICA-Africa Strategic Plan**

4. Location

- The position is based in Nairobi, Kenya. However, it also requires travel to Sub Regional Offices, domestically and internationally.

5. Requirement

Education/training/certification and Experience:

- Postgraduate degree in International Development, Political Science, Business Administration, International Relations, Cooperative Development or a related field.
- 15 years of experience in partnership development, especially with member-based organizations in Africa.



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- Proven experience working with the European Commission, USAID, UN agencies, and other international partners and in writing successful grant proposals.
- Success in developing and maintaining strategic partnerships in cooperative development.
- Experience in resource mobilization, fundraising, and capacity building.
- Experience in managing multi stakeholder consultations/meetings/workshops and Conferences
- Experience in managing large and complex, multi-partner, multi-year international economic recovery and development projects

Competencies/personal attributes:

- Strong networking and stakeholder engagement skills.
- Ability to manage and work with a team with different dynamics
- Exceptional organizational and time management abilities.
- Critical thinking and problem-solving skills.
- Excellent communication, presentation, and relationship-building skills.
- Ability to work independently and with minimal supervision.

Languages:

- Fluent in English and French (spoken and written); knowledge of Arabic or Portuguese is an advantage

6. Application process and recruitment schedule

Interested applicants should submit their Curriculum Vitae (CV) (full names, nationality and date of birth to be included) and a motivational letter, detailing how their experience and skills align with the key requirements of the position. Applications without a motivational letter will not be accepted. Applications must be received on or before **15th April 2025** email: ica@icaafrica.coop and a copy to admin@icaafrica.coop. Applications will be reviewed, interviews conducted and applicants will be notified within two weeks of the interviews regarding the outcome.