



DLCI E-BULLETIN MAY –AUGUST 2014

Introduction

The Dryland Learning and Capacity Building Initiative (DLCI) for improved policy and practice in the drylands of the Horn of Africa was previously known as the Regional Learning and Advocacy Programme for Vulnerable Dryland Communities (REGLAP) and has been carrying out evidence based advocacy since 2008. Since its inception REGLAP became recognised for its drylands expertise and its high quality synthesis documentation and awareness raising on critical issues for dryland resilience. Following an extensive review and planning processes, DLCI was launched as an independent organization in January 2014, to focus more on building community and government capacity for advocacy and builds on the work done under REGLAP and focuses in its first year on the areas stated in this [overview](#) document.

JUNE-AUGUST EVENTS

This e-bulletin highlights the main events for the month of June-September and vacancies available at DLCI.

Workshop on data collection in the ASAL of Kenya, 10th July 2014

This workshop was organised by DLCI and co-hosted by the National Drought Management Authority (NDMA). This workshop was intended at not just disseminating the findings of the study “Counting Pastoralists in Kenya” 2013, but also identifying potential strategies for taking some of the recommendations forward given that most of the agencies that had been invited were engaged in data collection in the ASALs of Kenya. Participants present would later be requested to break in to groups to discuss in detail what the existing data collection processes could do and what/who can look at the new opportunities to better assess the pastoral system.

- To view the workshop report, [click here](#)
- To view the powerpoint presentation from the workshop, [click here](#)
- To read the full study, [click here](#) and for the study summary [click here](#)

Workshop on Distance Learning Strategy for the hard-to-reach, 10th July 2014

DLCI/REGLAP has for a long time been raising awareness among donors, IGAD, NGOs and other stakeholders on the importance of education in the promotion of resilience and development in the drylands, and the need to develop more appropriate delivery mechanisms to reach remote ASAL populations. With female literacy rates as low as 6% in Mandera and primary school enrolments less than 30% in some ASAL counties, DLCI recognizes that urgent strategies need to be put in place. This stakeholder’s workshop was co-hosted by the Ministry of Education, Science and Technology with the aim of presenting the strategy on the ‘hard-to-reach’ pastoralist children and how far the strategy is.

Please find the attached minutes from the meeting. The links to the presentation, the strategy, the trials manual and reports from previous workshops held in Nakuru and Nairobi are below:

- Minutes from the workshop, 10th July 2014:
- Powerpoint presentation of the strategy, 10th July 2014: [Click here](#)
- “Getting to the Hardest-to-Reach” strategy: [Click here](#)
- Workshop report on Education for Nomads, Nakuru, January 2010: [Click here](#)
- Nomadic Education Radio trials manual, August 2010: [Click here](#)
- Follow up workshop report on Education for Nomads, Fairview Hotel, July 2010: [Click here](#)

DLCI IS HIRING!

Check and share these vacancies below, and encourage qualified candidates to apply.

1. Finance and Administration Manager

Location: Nairobi

DLCI is seeking to hire a **Senior Finance and Administration Officer / Finance and Grants Manager** for a stimulating and diverse role that requires a professional able to meet the strategic and operational objectives of the organization as well as perform a variety of accounting tasks and be responsible for processing, accounting and reporting in compliance with general accounting principles. As well as perform tasks related to the monthly financial processes including balance sheets and balance sheet reconciliation maintain general ledgers and prepare financial information for the organization. The incumbent will manage a finance and administration officer and other support staff report to the DLCI Head of Office. The incumbent will also be responsible for grants management ensuring the DLCI is compliant with donor requirements and reporting on time. The incumbent must have experience with USAID grants.

KEY RESPONSIBILITIES:

1. Manage and ensure the quality of the financial system in order to maintain the DLCI finances in an accurate and timely manner.
2. Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all transactions.
3. Administer employee files and records in order to ensure accurate payment of benefits and allowances.
4. Administer the monthly payroll in order to ensure that employees are paid in an accurate and timely manner.
5. Provide efficient and effective office management.
6. Manage the donor contracts, liaise with donor and partner finance and admin staff, and ensure that DLCI is compliant with donor requirements and reports on time.

7. Provide lead support for the audits and donor monitoring.
8. Assist with improving, implementing and documenting processes and internal control policies and procedures.
9. Ensure all government regulations and DLCI's finance and admin manuals are complied with;
10. Provide leadership and strategic direction for DLCI on finance and admin issues as part of the management team and head of finance.
11. Perform other related duties as required

Competencies:

The incumbent must have high level knowledge in the following areas:

- computerized accounting' programs
- accounts payable and accounts receivables
- generally accepted accounting principles
- preparation of financial statements
- administration of employee benefits
- payroll systems and reporting
- office administration;
- USAID contract compliance.

Skills:

- supervisory and team building skills
- analytical and problem solving skills
- effective written communications skills
- computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs at a highly proficient level
- stress and time management skills

Personal Attributes:

The incumbent must maintain strict confidentiality in performing the duties of the Finance Officer. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- Preparedness to undertake field visits as required.

The **Finance and Administration Manager** must be a qualified accountant with at least 5 years' experience working as manager. Have previous experience in an organisation with robust controls. Also have strong leadership and interpersonal skills, with exposure to project implementation and delivery.

DLCI will offer competitive salary and statutory benefits. If you meet the skills and requirements for this position, please, tell us why in a covering letter and send it along with your full CV to mnaggaga.dlci@gmail.com.

Application should be sent by the **24th of September 2014**, applications received after that deadline will not be considered. Please note that this position will initially be for nine months with an option of an extension.

Programme Coordinator

This stimulating and diverse role requires a professional able to implement activities under its grants from ECHO and SDC. DLCI is looking for an individual with experience in policy development and developing and delivering work that has demonstrably influenced governments, donors and other organisations. The individual should have experience of pastoral livelihoods and DRR, applied research designed to influence practitioners and experience of gender and diversity issues. The candidate should have led and delivered capacity building activities, particularly those targeting government experts. Also, he/she should be experienced in managing project work plans and budgets and is able to develop and manage complex relationships across a wide diversity of actors and technical areas in order to meet targets on time and within budget. Finally, the individual should be willing to undertake regular field trips at short notice.

Key Responsibilities:

- To manage and oversee DLCI's activities under its grants from ECHO and SDC in order to:
- Increase the use by key stakeholders of evidence based good practice in their resilience policies and strategies.
- Identify counties and stakeholders who are committed to promote integrated approaches
- Carry out 3 scoping studies reviewing previous experiences and developing a broad framework for promoting integrated approaches
- Organise and facilitate stakeholder workshops to develop integrated frameworks/plans for implementation of integrated approaches to education provision, irrigated agriculture and community centred multi-sectoral planning
- Document plans and agree action plan for stakeholders to implement them.
- Document and synthesize the processes and disseminate to key stakeholders in Ethiopia, Kenya, Somalia, Uganda and regionally
- Document and disseminate other potential good practice and lessons learnt on integrated approaches via the journal, leaflets, briefs and the website etc. for use by communities, local governments, national governments, NGOs, donors and research institutions.
- Organise workshops to share integrated plans and processes and develop action plans for adaptation in the drylands in four countries

- Use opportunities arising from DLCI engagement with IGAD, FSNWG, IAWG, NDMA, Somali Cluster etc to promote integrated approaches in the drylands including promoting better data collection for planning
- Work with the manager and finance and administration officer to determine and monitor budgets for activities and the MLC manager to provide narrative reports. .
- Contribute to developing DLCI as an independent, respected and sustainable dryland capacity building and learning organization
- Strengthen the human and financial capacity of DLCI
- Seek clarification and development of working relationships with regional and national level institutions such as IGAD, FAO, ISDR, NDMA, National DRR platforms, UN Somali Cluster, CSO networks, etc.
- Contribute to other work within DLCI as requested.

Skills and competencies:

- Post graduate degree in a relevant field (i.e. economic, social or development sciences)
- Strong understanding and experience of pastoral livelihoods and DRR.
- Practical experience of designing applied research designed to influence practitioners and policy makers
- Demonstrable understanding and experience of gender and diversity issues and proven commitment to addressing inequalities in all the key areas of responsibility.
- Proven networking and representation skills at a senior level. English fluency (written and verbal).
- Excellent research, writing and communication skills
- Proven record of policy development and developing and delivering work that has demonstrably influenced governments, donors and other organisations.
- Demonstrable experience of leading and delivering capacity building activities, particularly those targeting Government experts.
- Proven ability in analysing and solving complex problems
- Experience of managing project work plans and budgets.
- Ability to develop and manage complex relationships across a wide diversity of actors and technical areas in order to meet targets on time and within budget.
- Ability to represent the programme externally professionally.
- Fluent written and spoken English.
- Willingness to undertake regular field trips at short notice.
- A highly motivated, self-starter, able to work equally well in isolation or as part of a team.
- High level of computer literacy.
- Demonstrate initiative, discretion and diplomacy
- A track record of developing and maintaining relationships with key stakeholders
- Proactive and able to work with minimal support within DLCI's strategy and values.
- Preferably from a dryland areas and familiarity with Ethiopia and Uganda dryland issues.
- Preparedness to undertake frequent field visits and work long hours as necessary.
- Compatibility with DLCI's values and Charter essential

DLCI will offer competitive salary and statutory benefits. If you meet the skills and requirements for this position, please, tell us why in a covering letter and send it along with your full CV to mnaggaga.dlci@gmail.com. The detailed job profile is attached for reference. Application should be sent by the **24th of October 2014**, applications received after that deadline will not be considered.

Programme Assistant

DLCI is seeking to hire a **Programme Assistant** for an exciting and dynamic role in this new organization. The programme assistant will have the opportunity to work with a professional and passionate programme team, providing operational and administrative assistance.

Key responsibilities:

Operational and Administrative Support

- Acts as the main contact person during the absence of team members, following- up on any urgent issues with appropriate DLCI staff, and sharing workload with programme staff as required.
- Acknowledges receipt of correspondence and documentation in the absence of programme staff and drafts preliminary versions of correspondence to be signed by programme staff.
- Assists team members in preparing and formatting documents, and computer queries including power-point presentations.
- Develops and maintains an efficient filing system for the team, including assistance in processing calls for proposals as required
- Maintains a tracking system of responses to proposals.
- Maintains and updates programme teams' databases and mailing lists
- Takes minutes of regular team meetings.
- Assists in the orientation of new staff.
- Liaises on IT support needs for the programme team
- Support on communication needs particularly around mobile phones etc
- Provides the logistics to programme team around purchasing particularly managing the supply of stationery for the office

Travel and Other Support Management

- Communicates with travel agency to obtain estimated fares and books flights
- Requests for the issuance of visas by contacting the appropriate embassy and prepares supporting travel documents
- Books all vehicle hire and taxi management
- Helps facilitate travel in the field sites as required
- Books hotels for consultants and meets support all the their needs
- Workshops and Events

- When programme teams are invited to events liaise with host organisations to coordinate logistical arrangements
- Prepares materials for the workshop, meetings and other events books the venue, coordinates registration of participants, manages travel, hotels and catering services staff etc
- Take on other roles and requests made by the programme team

Skills and Competence:

- Must have formal training in office procedures and use of office equipment.
- Must have the ability to communicate accurately and clearly both orally and in writing; pleasant telephone manner; able to think on his or her feet
- Knowledge of computers; specifically, experience in Microsoft Office is preferable.
- Must have superior organizational skills and attention to detail.
- Excellent problem solving and people skills also required.
- Reporting Skills, Administrative Writing Skills, Managing Processes, Analyzing Information , Professionalism, Supply Management and Inventory Control
- Preparedness to undertake some field visits/travel as required.

DLCI will offer competitive salary and statutory benefits. 24 days paid holiday in addition to public holidays and private medical insurance. If you meet the skills and requirements for this position, please, tell us why in a covering letter and send it along with your full CV to mnaggaga.dlci@gmail.com. Application should be sent by the **24th of October 2014**, applications received after that deadline will not be considered. A detailed Job Description is attached.

Please note that this position will initially be for ten months with an option of an extension.

Internship Opportunities within DLCI

DLCI is offering 6 months internships to recent graduates to work and gain experience in the following issues:

1. Communications, program and admin support;
2. Policy analysis;
3. Irrigation and hydrology analysis;

DLCI is looking for interns with an interest in pastoral livelihoods, policy, applied research, administration, gender and diversity and looking to develop a career in development. The intern must be willing to undertake regular field trips and spend an extended period of time in the field. The intern must be confident, have a good command of English both written and oral, and knowledge of local language from ASAL areas would be desirable. Graduates of agricultural irrigation, political sciences, communications, or business administration are particularly encouraged to apply.

If you meet the skills and requirements for this position, please, tell us why in a covering letter and send it with your full CV to Hilda Omega at homega.dlci@gmail.com by **1st November 2014**.

For more information on DLCI please visit: <http://www.disasterriskreduction.net/east-central-africa/dlci>

Connect with us:

Follow us on Twitter: @DLCI_Drylands

Like our Facebook page: Drylands Learning and Capacity Building Initiative

For feedback/suggestions on this e-bulletin or other DLCI materials please contact:

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