

MILLAR CAMERON

PEOPLE · PASSION · PERSISTENCE

AFRICA GREEN REVOLUTION
FORUM (AGRF)
MANAGING DIRECTOR AGRF

ABOUT *AGRF*

The AGRF is the premier forum for African agriculture, bringing together stakeholders in the agricultural landscape to take practical actions and share lessons that will move African agriculture forward. The Forum is designed to energize political will and advance the policies, programs and investments required to achieve an inclusive and sustainable agricultural transformation across the continent. In 2020 the AGRF convened 10,000 participants online.

More information: <https://agrif.org>





MANAGING DIRECTOR AGRF

THE ROLE: MANAGING DIRECTOR

MAIN RESPONSIBILITIES:

Overall Purpose:

The Managing Director, AGRF holds primary responsibility for the strategic direction of the AGRF and running the day to day business of its Secretariat as an independent, Pan-African, and multi-partner Forum. The position is responsible for strengthening and growing AGRF as the premier continental forum for advancing Africa's agricultural agenda and driving the practical actions required to deliver on the goals set by African Heads of State and Governments in CAADP and the Malabo Declaration. The position particularly

works with AGRF Partners and institutions across the agricultural sector to unlock and ensure actors come through on political, policy, and financing commitments required for Africa's agricultural transformation.

The Managing Director oversees the AGRF Secretariat and relationships with the AGRF Partners Group to deliver results against strategic vision and objectives of the Forum. These include: agenda-setting; promoting policy changes; investment facilitation and finance; knowledge sharing and learning;

partnerships development and coordination; leadership cultivation; and reporting and accountability against the commitments made in AGRF and progress against the targets laid out in CAADP to increase pressure for action. The Managing Director and AGRF Partners will expect to see progress over time in the Biennial Review of CAADP, with countries and regions seeing improvements in their agricultural sectors and the continent overall improving in key sub-sectors critical to an inclusive agricultural transformation in Africa.

A photograph of a person in a blue shirt holding a handful of dark coffee beans over a large, textured pile of coffee beans. The background is slightly blurred, showing other people and an outdoor setting. The image has a red border on the left and top.

MANAGING DIRECTOR AGRF

THE ROLE: MANAGING DIRECTOR

MAIN RESPONSIBILITIES CONTINUED

Role Summary:

The Managing Director, AGRF holds primary responsibility for the strategic direction of the AGRF and running the day to day business of its Secretariat as an independent, Pan-African, and multi-partner Forum. In particular, the position is responsible for designing and stewarding the multi-year strategy and annual work plan of AGRF as agreed with AGRF Partners, with efficient and effective delivery of all Secretariat operations. The Managing Director delivers on all governance requirements of the AGRF in alignment with its Partnership Charter and other underlying legal documents, and oversees or directly stewards relationships with all key stakeholders. The position shapes,

implements, and follows up on the annual AGRF Summit as the pinnacle moment of the Forum's progress and accountability each year, while also ensuring that the Forum and its thematic platforms leverage many other events throughout the year to amplify and deliver on its agenda. The Managing Director plays a lead role in strategically cultivating and stewarding AGRF's thematic platforms and other technical business lines to align with the Forum's strategic vision and come through on expectations and results. Throughout the year, the position oversees AGRF's advocacy and communications function to amplify key knowledge and ideas related to AGRF's vision and activities, as well as drive key moments and campaigns. The Managing

Director continuously leads the Secretariat's efforts to strengthen and grow the AGRF Partners Group for effectiveness and sustainability, with a responsibility to deliver fully on the Forum's annual budget. The position also represents AGRF externally in key strategic events and with thought leadership to advance the agenda of the Forum.

The role reports to the AGRF Partners Group on behalf of the Secretariat, as well as directly to AGRA President as the Forum's and Secretariat's legal host since moving to the African continent in 2010.

A photograph of a man and a woman standing in a lush, green tropical environment, likely a banana plantation. The man, on the left, is wearing a dark grey button-down shirt and is holding a small, green, bumpy fruit (possibly a breadfruit or similar) in his right hand. He is looking down at the fruit. The woman, on the right, is wearing a light blue t-shirt and a black headwrap with a white band. She is smiling and looking towards the man. The background is filled with large green banana leaves and other tropical foliage.

MANAGING DIRECTOR AGRF

THE ROLE: MANAGING DIRECTOR

MAIN RESPONSIBILITIES CONTINUED

Key Measures of Success:

The performance of this role holder will be assessed on the basis of the achievements made on:

- Clarity of the Forum's strategy and annual work plans that help ensure buy-in of staff, partners, and potential new partners
- The programmatic and operational delivery of AGRF against its strategic vision and agreed goals and targets
- A world-class annual AGRF Summit that advances specific elements of the continental agenda and clear results tied to AGRF's strategic objectives
- Progress of thematic platforms in convening and coordinating multiple stakeholders across the sector to deliver on AGRF's strategic objectives
- The strategic nature and quality of AGRF's advocacy, communications, and thought leadership
- Sufficient and sustainable funds mobilized to deliver on AGRF's strategy
- The strategic nature and quality of AGRF's relationships with its partners

MANAGING DIRECTOR AGRF

TITLE:

MANAGING DIRECTOR, AGRF

REPORTING TO:

AGRA PRESIDENT AND
AGRF PARTNERS GROUP

LOCATION:

KIGALI, RWANDA

TRAVEL:

BASED IN KIGALI, RWANDA, WITH A
SATELLITE OFFICE OF AGRF IN
NAIROBI, KENYA ALONGSIDE
AGRA'S HEADQUARTERS.
FREQUENT TRAVEL AT REGIONAL
AND INTERNATIONAL LEVEL,
APPROXIMATELY 35% PER YEAR

THE ROLE: MANAGING DIRECTOR

DIMENSIONS OF THE ROLE:

AGRF Strategy and Management

- *Design and implement 3 – 5-year strategy and annual works plans for the AGRF alongside the AGRA President and AGRF Partners Group that continuously enhances the Forum's position and functioning as the premier platform for driving concrete action agendas to deliver Africa's agricultural transformation*
- *Lead the Forum and ensure all staff and key stakeholders buy into the Forum vision*
- *Plan and implement long term business strategies to achieve the Forum's objectives*
- *Responsible for the Forum's operating budget and finances, and review them on a regular basis with staff in all parts of the Division and the finance team*
- *Mobilize resources required for the Forum and the sustainability of existing and new business lines*
- *Fully staff the AGRF Secretariat and ensure high quality international and local service*

providers are in place to deliver on the forum throughout the year. Interview for senior positions within the Forum and sign off offers of employment

- *Oversee performance management processes for the Forum and individual staff members in all areas of the business*
- *Oversee all Forum operations including finance, procurement, legal activities, audit, and human resources in compliance with policy*
- *Continuously look to increase efficiencies and speed up processes across the business*
- *Report results to the shareholders on a quarterly and annual basis*
- *Participate actively as a member of the AGRA Executive Committee to ensure that the Forum is closely connected to AGRA's programs and partnerships to advance the continental agenda and position AGRA as a go to partner for agricultural transformation in Africa*

DIMENSIONS OF THE ROLE CONTINUED

AGRF Advocacy, Communications, and Campaigns

- *Oversee AGRF's advocacy and communications functions to serve as a platform throughout the year on behalf of the agricultural community, amplifying key knowledge and information emanating from AGRF Partners, thematic platforms, and other stakeholders*
- *Help rally audiences and stakeholders around key knowledge areas*
- *Shape and prioritize an AGRF Advocacy and Communications calendar to advance strategic priorities through the work of the Secretariat and a "speakers bureau" of Partners and champions*
- *Oversee the production and dissemination of key messages, press releases, knowledge products, and other communications products*
- *Oversee all of AGRF's websites and communications platforms, including AGRF, Africa Food Prize, Generation Africa, and others as required*
- *Advance select campaigns with coalitions from the AGRF Partners Group and beyond*
- *Market the AGRF to a range of potential partners, speakers, and sponsors in a bid to attract high level partners and deliver a world class annual AGRF Summit*

AGRF Governance and Partner Management

- *Steward the Forum to deliver on all governance*

requirements of the AGRF Partnership Charter and other legal documents of its platforms, business lines, and partnerships

- *Prepare, hold, and follow up on AGRF Steering Committee and Partners Group meetings throughout the year*
- *Respond to questions from the AGRF Steering Committee and Partners Group members*
- *Prepare reports to the AGRA Board and its members as required*
- *Oversee a partner relationship management system that ensure all AGRF Partners are engaged throughout the year for maximum strategic alignment and operational efficiency*
- *Serve as the lead on government relations for AGRF with the Government of Rwanda as AGRF's long-term home country, as well as with other host-countries of the annual AGRF Summit where appropriate and required*
- *Serve as lead relationship manager to a few of AGRF's largest partners as required*
- *Serve as a Secretariat lead to the Africa Food Prize Committee on all elements of its governance, business, and work plan*
- *Ensure management of bilateral grant agreements to ensure timely and quality delivery of all requirements and ensure AGRF is managing these proactively as strategic partnerships to deliver broadly against AGRF's vision*



DIMENSIONS OF THE ROLE CONTINUED

External Engagement and Thought Leadership

- *Represent and speak on behalf of AGRF at key strategic forums and events (e.g. WEF, AU, CAADP PP, EDD, WFP, etc...) throughout the year*
- *Produce select pieces of thought leadership throughout the year for dissemination on AGRF communications channels*

AGRF Partnership and Resource Mobilization

- *Strengthen and grow the AGRF Partners Group as an alliance of institutions aligned to a common strategy and contributing resources of all types to deliver on the forum's priority outcomes*
- *Secure new AGRF Partners, Technical and Knowledge Partners, Media Partners, and Annual Sponsors*
- *Ensure the Forum is fully funded on an annual and multi-year basis against its approved budget*
- *Develop and manage a few strategic partnerships with other major forums (e.g. World Economic Forum, Africa CEO Forum, EAT Forum, Malabo Montpellier Panel) and/or major initiatives (e.g. GAFSP, AFSLD) where helpful to advancing AGRF's strategic vision*

AGRF Summit and Events

- *Effective and efficient development, execution, and follow up of a world class annual AGRF Summit*

- *Oversee the development of a high quality AGRF Summit program, aligned with Partner priorities and anchored in cutting edge knowledge, lessons, and partnerships*
- *Oversee the finalization of the AGRF theme, technical content, and marketing and communications materials with the Secretariat staff and service providers*
- *Oversee effective venue design, space and room allocation, and other logistical features to deliver on the vision of success for the Summit*
- *Ensure timely invitations, information, and thank you notes to Summit VIPs, speakers, and all delegates*
- *Co-Chair the AGRF Command Post and Local Organizing Committee for the Summit along with leadership from the host government to ensure an efficient and effective planning and implementation process*
- *Oversee the finalization and distribution of the Summit report*
- *Work with AGRF Partners and Thematic Platforms to strategically choose other events throughout the year that AGRF will leverage for its agenda and who will serve as the best representatives*
- *Amplify and store all knowledge products and key communications from the Summit and engagement with other events*



DIMENSIONS OF THE ROLE CONTINUED

AGRF Thematic Platforms

- *Work with AGRF Partners and institutions through the agricultural sector to advance thematic platforms that will unlock new political, policy, and financing commitments and action agendas required for Africa's agricultural transformation*
- *Work with AGRF Partners and institutions through the agricultural sector to ensure the vision, lessons, and models for agricultural transformation are driven out from the Forum and taken up at national level and in Regional Economic Communities for tangible results in agricultural systems*
- *Monitor, track, and report on commitments on an annual basis as a means of accountability and in order to highlight and celebrate progress of the AGRF overall and each of its thematic platforms*
- *Cultivate, steward, and oversee connections with AGRF's thematic platforms and other technical business lines to align with the Forum's strategic vision and come through on expectations and results*
- *Manage the Generation Africa Initiative and Secretariat to come through on its strategic vision*
- *Manage any other Thematic Platforms that become hosted by the AGRF over time*
- *Manage the strategic vision and growth of the Africa Food Prize as the premier prize for recognizing those contributing to agricultural transformation on the continent*
- *Foster strategic linkages with externally hosted platforms that align well with AGRF's vision and strategic objectives, such as leadership academies hosted in AGRF Partners*



SKILLS AND QUALIFICATIONS:

To apply for this role, please ensure that you have the following skills and experience:

Academic and Professional Qualifications:

- Master's or other relevant advanced degree in a relevant field highly preferred
- Outstanding people skills and a demonstrated ability to influence a wide range of individuals from different backgrounds and at different levels
- Experience in a role requiring collaboration within an organization, as well as a demonstrated ability to work with efficiency and diplomacy, particularly as part of a team effort
- Strategic thinker with demonstrated ability to use quantitative and qualitative data to present options for decision

making, highlight tradeoffs, and propose recommendations

- Ability to represent the organization at external events

Relevant Experience:

- Minimum of 15 years of progressive experience in a similar role requiring management experience, direct executive engagement with a CEO and Board of Directors, strategy and problem-solving skills, analytical skills, and writing skills
- Demonstrated ability to achieve results and drive complex work to conclusion, including driving results through others

Key Contacts (Internal & External):

- AGRF Partners
- AGRA President, Executive Management, and
- All Staff
- AGRA Board Members
- Government Officials
- Influentials and Champions for AGRF and AGRA
- Consultants and Service Providers

Please send your CV and contact details to Tom Jeffes or Carolyn Ogott who will contact you to discuss your application in more detail.



Contact: Tom Jeffes

Email: tom.jeffes@millarcameron.com

Phone: +44 2038 000 304



Contact: Carolyn Ogott

Email: carolyn.ogott@millarcameron.com

Phone: +254 721 868 304

KEY COMPETENCIES:

Strategic Orientation:

Focus on the big picture and overall Strategic Framework. Ability to identify and pursue strategic initiatives which provide the greatest value and sustainable impact; balances long and short-term trade-offs; communicates clearly and precisely the strategic goals and the strategies for achieving them.

Leadership:

Demonstrates ability to mobilize, focus, align, and build effective groups to enable them conceptualize and achieve collective objectives. Inspires Trust and Passion in the AGRA Mission: Ability to show great drive and commitment to AGRA mission; help others understand how their daily work contributes to the AGRA's mission and inspires others to proactively meet the AGRA's strategic objectives in partnership with clients. Maintains high standards of personal integrity and provides support for professional development efforts linked to business objectives.

Customer and market Orientation:

Demonstrates knowledge of the customers they serve, competitors, suppliers, and the regulatory environment. Provides a balanced and responsive and proactive approach to meeting client needs; encourages staff to understand client needs and concerns; ensures provision of customized services and products as appropriate; Responds promptly and effectively to client and market needs. Adds business value based on own understanding and

service of the customers and the market in which they work.

Driving Results:

Demonstrates drive for improvement of business results, based on well-rounded understanding of general business principles and own activities' commercial and financial implications.

Planning and Organising:

Devises plans of action with explicit paths and measures of accomplishment for self and/or others and allocates suitable resources so that objectives are achieved. Strong administration skills.

Technical Competencies for the position:

Demonstrates knowledge of all own work role specific issues. This encompasses the technical skills or knowledge required to perform the essential duties as described in this Job Description. Specific technical competencies: quantitative analytical skills including use of appropriate software, results-based management systems, designing tools and strategies for data collection, analysis and production of reports; In-depth knowledge on MIS, M&E and development issues.

Accuracy and attention to detail:

High level of accuracy, attention to detail and thoroughness. Ability to maintain a timely and efficient work flow.

Managing Resources:

Demonstrates the ability to plan and use resources (people and/or finance and/or physical assets) in accordance with AGRA guidelines and delegated accountability so that objectives are achieved in the most effective manner possible.

Coaching and Developing Staff:

A demonstrated capacity for working effectively within multi-disciplinary teams for collective success and provide effective coaching and encourage appropriate development activities in order to support staff in identifying and meeting their training and development needs.

Communication and Interpersonal relations:

Exceptional communication skills and ability to represent AGRA externally at high levels. Demonstrates ability to maintain lasting, healthy, and effective one-to-one working relationships with colleagues, suppliers, customers, professional peers, etc.

Intercultural Sensitivity and Effectiveness:

Demonstrates ability to cross and bridge different racial, cultural, or business cultures. This requires and is exhibited by personal experience of international or cross-cultural business with improved achievements.

Team Work:

Demonstrates productive drive in working with peers, partners, consultants and others to achieve pre-targeted and measurable business results.



WHO ARE MILLAR CAMERON

FINDING THE PEOPLE WHO MAKE THE DIFFERENCE

A SEAMLESS JOURNEY

Founded in 2007, Millar Cameron is an executive and professional search consultancy that focuses on Africa and other emerging markets.

Our goal is to provide client-centric, tailored executive search, recruitment and strategic advisory. Our international reach paired with local market knowledge enables us to provide our clients outstanding leaders who deliver consistent results, irrespective of geography.

We employ a rigorous research driven search process to identify the best fit for our clients, taking into account both hard and soft skill sets.

Our extensive experience yields a robust approach to market intelligence and a longstanding network of global relationships.

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