

Job Description

Job title	Breathe Cities Lead: Addis Ababa	Location	Addis Ababa, Ethiopia
Department	Breathe Cities	Length of contract	Fixed Term Contract ending June 2029
Role type	National	Reporting to	Breathe Cities Project Director
Travel involved	Some national and international travel may be required	Direct reports	None initially

Who we are

Clean Air Fund is a global philanthropic organisation that brings together governments, campaigners, researchers, funders and businesses to create a world where everyone breathes clean air.

Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful and dirty air, making air pollution one of our biggest health threats.

Globally, over 7 million people die every year because of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are often hit the hardest. Babies, children, and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's biggest challenges, from public health to climate change, children's development to sustainable economic growth.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).



What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and is [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

Breathe Cities

Breathe Cities is an initiative developed by the Clean Air Fund and C40 Cities, with the support of Bloomberg Philanthropies and the Children's Investment Fund Foundation. The initiative is expanding to at least ten new cities globally in 2023 and 2024 and plans to scale further in the coming years. Our goal is to support each city to achieve a 30% reduction in air pollution by 2030, compared to 2019 levels.

Addis is a new Breathe City which is part of the growing Breathe Cities cohort.

The Breathe Cities approach has been tested and proven through Clean Air Fund's pilots in London and Warsaw and builds on established partnership with C40 Cities to provide direct support and capacity building to city governments.

By working on the front line of the global air pollution crisis, this initiative has the potential to unlock urgently-needed change in cities and beyond.

Job purpose

As Breathe Cities scales to new geographies where Clean Air Fund is not yet working, we are now looking to hire an experienced individual to lead the development of the initiative in Addis Ababa, Ethiopia.

The Breathe Cities Lead: Addis, will provide the overall strategic and programmatic direction to ensure the successful delivery of the Breathe Cities in Addis Ababa (and, depending on funding, possible expansion to additional Thai cities in future or to wider Clean Air Fund activities).

Scope of role

This role is an exciting opportunity to lead the development and implementation of the Breathe Cities strategy for Addis, in collaboration with partners at C40 Cities. This involves identifying local needs and developing, contracting and managing a diverse portfolio of grants with local and international stakeholders that deliver across the strategic pillars of the Breathe Cities theory of

change.

Example grants you will be expected to scope and fund include expansion of local air quality monitoring networks, campaigns to raise awareness about air quality, and technical capacity building initiatives.

The postholder will be responsible for ensuring an adequate level of management and oversight for the delivery, monitoring and reporting of the cities' grants. The role will work closely with staff from C40 Cities to ensure coordination with the participating city, as well as ensuring lessons learnt are identified and shared across the wider programme.

This position is Clean Air Fund's first hire in Ethiopia and as such the role will need to work with independence. The role will be supported by a junior position on a matrix management system.

Key working relationships

The Breathe Cities Lead: Addis will be accountable for the success of Breathe Cities in Addis, Ethiopia by identifying and working with local partners, civil society organisations and city government authorities to develop and deliver a strategy and projects that ultimately delivers improved air quality and health. He or She will be managed and supported by the Breathe Cities Project Director, who leads Breathe Cities city delivery, and will also work closely with the Breathe Cities and wider CAF teams, and relevant external partners.

Key accountabilities

Strategy and Vision (30%)

- Design, deliver and undertake regular reviews of Breathe Cities strategy for Addis ensuring that it aligns to the external environment, to CAF and partners' broader strategies, and that it underpins an impactful portfolio of grants, to ensure it achieves agreed objectives and uses resources for maximum impact. Work with Clean Air Fund senior colleagues and external partners to ensure that the strategies are reviewed and approved by CAF's Grants and Charitable Activities Committee and Board at regular intervals.
- Regularly assess whether Breathe Cities strategic ambition in Addis is achievable, relevant and innovative, and interrogate whether the hypotheses anchoring grants funded are valid.
- Input into regular strategic planning processes, including annual reviews against portfolio goals.

Relationship Management and networking (30%)

- Build strong relationships with politicians and policy makers at the city government level, working closely with C40 Cities.
- Keep abreast of developments within the air quality field in Ethiopia
- Map stakeholders, identify potential project partners and establish partnerships that advance the objectives of Breathe Cities
- Ensure complementarity to existing initiatives.
- Balance the interests of different stakeholders while ensuring the right decisions are taken to ensure the Breathe Cities objectives can be realised.

- Ensure funders and prospective funders are well briefed on Breathe Cities activities and development in Ethiopia
- Identify with grantees opportunities to raise the profile of Breathe Cities locally and in wider Clean Air Fund communication, and support the development of relevant content or materials in close collaboration with Comms colleagues.

Programme development, portfolio Management and performance (30%)

- Develop a portfolio of grants to deliver the Breathe Cities programme in Addis, managing the end-to-end grant management process: from idea generation, to developing grant concepts, through to project approvals, contracting and management. Grants are expected to align to the Breathe Cities theory of change: improving access to local air quality data, increasing awareness of the issue, and increasing local capacity to act.
- Work closely with grantees and partners to ensure that grants deliver their intended outcomes and meet (and contribute to) CAF and Breathe Cities' evaluation and learning processes.
- Develop an implementation workplan, provide regular updates to colleagues and partners, and escalating decisions where necessary.
- Ensure grant management processes are followed and support continuous improvement of CAF's grant management systems.
- Contribute to CAF's monthly, quarterly, and annual reporting processes for grants under management.
- Collaborate with the Breathe Cities Monitoring, Evaluation and Learning (MEL) manager to identify and embed appropriate monitoring, evaluation, and learning processes in grants. Monitor and report on the performance and results of grants, and promote a culture where data, learning and insights are collected and reported.

Team leadership (10%)

- Set and monitor achievement of performance and personal development objectives for team members (where needed), so that a culture of continuous improvement and learning is embedded.
- Support resource planning and management of people as required - this will include the potentially the ad hoc management of freelancers and consultants.
- Identify opportunities and options for improving processes, procedures and programme management approaches within (and beyond) the team, and support increased organisational efficiency and effectiveness.
- Provide support to global Breathe Cities operations team for in-country operational oversight and manage day-to-day compliance with local regulations and CAF internal policies.

Person Specification

Essential technical competencies

- A successful track record of organisational leadership working on air quality or other environmental or public health policies in civil society, academia, or within government institutions in Ethiopia, ideally in an area relating to the Breathe Cities strategy (across data, campaign and community engagement, and city governance)
- Experience of strategy-to-implementation of a major programme or initiative. Comfortable with making rapid decisions in response to new opportunities or changing circumstances without losing sight of the strategic goal.
- Understands social change in theory and practice and is able to articulate a theory of change and the assumptions behind it.
- Experience of engaging successfully and influencing political leaders, policy makers, regulators, elected officials, funders and others. Confidence and presence as a public speaker.
- Comfort in grant development, management and contracting.
- Experience of working in a range of cultural and socio-economic contexts, adapting style and approach appropriately alongside an ability to work collaboratively with partners located in multiple offices and time zones.
- Fluent in English and other relevant local languages, excellent communication skills, both written and verbal.
- Ability to work remotely and independently in a location where immediate work mates may not be present.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene.

Essential behavioural competencies

- Strong interpersonal skills and demonstrable success building effective partnerships and networks across sectors.
- Significant experience of using people skills to build trust and rapport with internal and external stakeholders to achieve outcomes.
- Strong written skills – experience of writing from scratch or editing strategy and briefing papers that meet the needs of the audience and have impact.
- Ability to plan ahead and adjust effectively to create contingency plans.
- Instinctive collaborator and partnership builder.
- A self-starter, with resilience and interpersonal flexibility.
- Analytical with the ability to see strategy through to implementation. Able to switch seamlessly between hands on details, management, strategy, and influencing.
- Able to work autonomously and with an instinctive pragmatic and problem-solving, can-do approach.
- Comfortable working at pace

Desirable behavioural competencies

- Ability to influence and engage policy makers and the general public through sophisticated communications and campaigning approaches



Further information

- The postholder must have the right to work at the location where this position will be based.
- Clean Air Fund will not be able to support visa applications.
- Salary and benefits will meet local package.
- This role is full time.