



AFRICAN SCHOOL OF GOVERNANCE FOUNDATION (ASGF)

The ASG Foundation is a not-for-profit foundation established by Prominent African Leaders to facilitate the establishment and financing of the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa. The Foundation is an established organisation with a Guardian and a Governing Council that comprises of distinguished leaders from across the African Continent and beyond. It is registered and headquartered in Rwanda.

The ASGF received funding from Mastercard Foundation towards financing of activities to establish the Africa School of Governance (ASG). The African School of Governance is a distinctively African, globally leading, independent graduate professional school established to impact governance and public policy across the continent and improve the lives of citizens across a wide range of outcomes.

The purpose of the ASGF is to establish, support, and mobilize financing for the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa.

The core objectives of ASGF include the following.

1. The custodian of the vision of the African School of Governance (ASG) and any other beneficiary decided in accordance with ASGF regulations and relevant laws;
2. Support the vision and mission of the ASG;
3. Mobilise financial and other endowments to support the development and advancement of the ASG;
4. Engage and mobilise world leaders, policymakers, philanthropists, and researchers to promote and advance the mission of the ASG;
5. Manage the financial and in-kind resources for the ASG; and
6. Incubate and support other initiatives considered essential to develop and advance transformative African governance and leadership.

The ASGF seeks to build an ASG institution that is financially sustainable and independent through investment income from the endowments, and income from activities of the ASGF.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Partnerships and Legal Manager

REPORTS TO: Executive Secretary

JOB REF: ASGF/HR003

DEPARTMENT/UNIT: Partnerships and Legal

Job / Role Purpose:

The job holder will provide counsel to the ASG Foundation leadership on partnership and legal matters and take responsibility for management of priority partnerships of the ASG Foundation.

The Partnerships and Legal Manager is responsible for fostering strategic partnerships, managing legal matters, and ensuring compliance with relevant regulations to support the Foundation's mission and goals.

Key duties and responsibilities

Strategic Leadership

- Provide technical support to the Foundation in shaping strategy and implementation of ASG Foundation priorities, ensuring that all legal and partnership aspects of ASG Foundation operations are fully considered.

Partnership Development and coordination

- Identify and cultivate strategic partnerships with donors, sponsors, government agencies, NGOs, and other stakeholders to support the ASG Foundation's programs and initiatives.
- Work with the ASG Foundation leadership to develop a pipeline of new potential partnerships based on an understanding of the strategic priorities, funding landscape, and how these relate to the work of the ASG Foundation.
- Establish and maintain strong relationships with partners to maximize collaboration, resource mobilization, and impact.
- Facilitate the networking and connection of relevant ASGF role holders with strategic partners and guide their interaction.
- Provide technical support in drafting of partnership documents, build an understanding of unique partner and donor interests and their alignment to the ASG Foundation, and maintain accurate records of this information to support future approaches to potential partners.
- Manage, supervise, and evaluate the success of all partnership building measures, execute and coordinate the outreach, event planning, communication, and relationship management approach with key partners, including the core advisory partner.
- Work with the Executive Secretary to ensure regular communications with strategic partners and ASG Foundation about new opportunities to collaborate.
- Serve as a point of contact for inquiries of strategic partners and consistently build and maintain partnership trust.

Legal Compliance

- Promote compliance with all legal requirements, including registration, reporting, and contractual obligations related to ASGF activities.
- Review and negotiate legal agreements, contracts, and MOUs to protect the ASG Foundation's interests and mitigate risks.
- Provide legal guidance and counsel to the Foundation's leadership and stakeholders on partnerships and other relevant regulations and legal requirements for the ASG Foundation, and on a wide range of legal issues in Rwanda and other countries including establishing systems for monitoring and reporting compliance issues.

Policy Development

- Develop and implement policies and procedures related to partnerships, legal matters, and compliance to support transparent and accountable operations within the ASG Foundation.
- Stay informed about changes in laws and regulations affecting the nonprofit sector and advise on necessary adjustments to foundation practices.

Stakeholder Engagement and Information Sharing

- Collaborate with internal teams, board members, and external partners to facilitate effective communication, decision-making, and coordination of partnership activities.
- Identify key events and opportunities in which ASG Foundation should engage and work with ASG Foundation team to prepare necessary materials for such events, in collaboration with the leadership team.

- Attend appropriate and relevant sector and potential/existing partner related events and appropriately articulate key programmes and priorities of the ASG Foundation.
- Represent the ASG Foundation in meetings, events, and conferences to promote the organization's mission and objectives.

Resource mobilisation

- Work with ASG Foundation leadership to develop partnership propositions for prospective donors considering their priorities, and the Foundation's programme development opportunities.
- Coordinate the development and submission of grant proposals, budgets, and reports to funding partners, ensuring alignment with donor requirements and timelines.
- Track grant agreements, payments, and deliverables to ensure proper utilization of funds and timely reporting.
- Provide technical support to the implementation of the ASG Foundation fundraising strategy and ensure regular monitoring of the fundraising environment.

Other duties

- Perform other work-related ad hoc duties as may be requested by the Executive Secretary from time to time.

Expected Outputs/ Deliverables

- Stakeholder Engagement Plans
- Communication and relationship management approach with key stakeholders
- Effective relationship management with partners and stakeholders
- Funding proposals
- ASGF representation
- Efficient ASGF stakeholder engagement
- Contracts and agreements
- Partnership negotiations
- Legal representation
- Efficient ASGF stakeholder engagement
- Monthly status reports.
- Compliance reports

PERSON SPECIFICATION

Educational Requirements

- Master's degree in law, business administration, international relations, communications studies or a relevant field from a recognised institution.
- Bachelor's degree in law or a relevant field with honours from a recognised institution.

Related Job Experience

- Minimum of 8 years of experience in partnership development, or grant management within the nonprofit or philanthropic sector, with a minimum of 5 years' experience in providing legal advisory/counsel to organisations.
- Experience in institutional law and previous experience in establishing foundations and educational institutions preferred.
- Proven track record of implementing legal structures and managing end to end legal process of new entities.
- Proven track record of relevant professional experience in partnership management and communications.
- Experience in identifying, planning, and managing partnerships for a university or a relevant organization.

Required Technical Knowledge/Skills

- Strong background in partnership development, contract management/negotiation, and grant proposal development within the non-profit sector.
- Strong knowledge of legal compliance requirements and oversight.
- In-depth knowledge or ability to understand local education laws and governance with experience planning, designing, and managing legal frameworks.
- Superior ability to build trust with relevant partners such as public authorities, associations, funding institutions, corporates, and start-ups

Required Behavioural Skills

- Ability to build and maintain relationships with diverse stakeholders.
- Excellent leadership and management skills.
- Effective communication skills
- Attention to detail and proactive problem-solving
- Problem-solving and conflict-resolution skills
- Ability to prioritize and multi-task
- Ability to use computers (e.g., MS Office) and education management systems
- Interpersonal and stakeholder engagement
- Innovativeness
- Integrity and self-drive
- Transparency and accountability
- Fluent English required, fluent French desirable

Terms of Employment and Remuneration

- You will sign an employment contract with the ASG Foundation and be a member of leadership team of the ASG Foundation.
- The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).
- Competitive salary with comprehensive healthcare.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for the role, please complete and submit your application via the following link: [Application form for ASGF job applications](#). All applications must be submitted via the online application form at this link.