JOB DESCRIPTION

Position: COUNTRY DIRECTOR (CD)
Location: ADDIS ABABA, ETHIOPIA with regular visits to all project locations in Ethiopia
Responsible to: Head of Programmes Operations & Development

Background
ACORD is a Pan African organisation working for Social Justice and Development in 18 countries in Africa. ACORD seeks to go beyond addressing the consequences of poverty by understanding, challenging and changing the conditions that cause poverty and exclusion through a Pan Africa Programme that unites practical work, research and advocacy. ACORD believes that people have a right to a just and equal society. We work in common cause with people who are poor and have been denied their rights to understand, challenge and change these conditions by working in alliance with organizations worldwide to achieve these aims.

Job Purpose
To provide overall leadership and strategic direction to the ACORD country programme.

Scope of the Position:
The Country Director has the overall responsibility for the strategic leadership and direction of the ACORD Ethiopia Programme to achieve the organizational vision, mission and objectives. The CD is responsible for the programmatic and operational management in the Ethiopia Programme. S/he represents ACORD with Government, Local and international Organisations in Ethiopia. S/he will take a leading role in developing, overseeing implementation, reviewing and monitoring of the Country Programme strategy and ensuring the same in line with global ACORD strategic directions and overall thematic focus. The CD is responsible for developing new programming initiatives, new partnerships and maintaining existing partnerships and actively lead key phases of ongoing programs including phase out. The CD will be responsible to ensure cross learning and fertilisation of knowledge across the program in all areas of programming, national, regional and international policies and development issues. S/he is responsible to promote fundraising initiatives ensuring the smooth running of the Country Programme and its financial & grant management as well as the Programme’s sustainability. S/he is responsible for overall financial and human resources management of the Country Programme.

Specific Responsibilities:
Strategy development and implementation

- Provide Leadership in the development and implementation of the ACORD Area Programme strategy in line with the overall ACORD Strategic Plan and the context in the country/region
- Facilitate the alignment of ACORD Area Programme to strategic organisational thematic priorities and accountability mechanisms provided in the ACORD programming framework
- Provide leadership for the dissemination of ACORD’s values, vision and mission at the country level and lead, direct and mentor the country programme and its staff in line with the organizational strategy
- Keep abreast on socio-economic and political changes in the environment and undertake timely strategic review of the ACORD Area Programme Strategy ensuring continued relevance in the rapidly changing environment
- Maintain close communication with the Secretariat on relevant factors and changes in the environment

Together with the directorates at Headquarters, ensure that AMREF Uganda implements policies, procedures, operational guidelines and standards within the AMREF framework.
**Representation**

- Represent ACORD in Ethiopia and be responsible for the management of host country relations and ACORD interests in dealing with government, international and local organisations, networks and media in the Area Programme
- Represent ACORD in strategic meetings, conferences, forums and other public events and contribute towards consolidating and raising the profile of ACORD
- Develop and strengthen relationships with local organisations and networks and establish national and regional strategic relations and alliances with partners and civil society working in common cause with ACORD objectives
- Maintain good partnerships relations at National and International levels
- Promote ACORD’s organizational identity and capacity to all stakeholders and partners in Ethiopia and ensure ACORD remains relevant to the changing needs of disadvantaged people in the country.

**Programme development and Management**

- Lead in the development of the Area Programme providing sound methodological and technical support to ensure use of participatory methodologies, human rights and social exclusion framework as per the organisational thematic alignment and programming approach
- Coordinate the Area Programme participatory annual planning and budgeting as per organisational guidelines
- Promote a participatory approach in programming work and create space in the structure for staff participation and involvement in decision making
- Oversee and coordinate the programme portfolio to ensure the highest level of project quality and accountability, while fostering continuity through building local capacity and developing innovative programme interventions.
- Lead the development, implementation and monitoring of research and advocacy plan on issues of relevance in the country aligned with ACORD’s global programmatic and policy priorities.
- Participate in national and international campaigns in line with the advocacy plan and other relevant opportunities
- Promote mainstreaming of Gender and HIV&AIDS in Area programme policies, strategy, and programme development
- Facilitate trainings, researches, and learning of cross-cutting relevance to programmes
- Ensure that participatory systems and processes for monitoring activities, results and impact assessment at programme level are in place and involves the team and partners
- Provide continuous monitoring and support to field offices and existing projects, coordinate programme reviews, evaluations, and follow up implementation of evaluation findings in close collaboration with the M&E Coordinator and Head of Programmes Operations and Development
- Coordinate the production of timely quality programme reports in line with ACORD and donor requirements

**Funding and Grants Management**

In close communication with the Partnership Development Unit and the Head of Programmes Operations and Development

- Develop networks and partnerships with national/regional/international institutions in Ethiopia and spearhead donor collaboration, fund raising and project development within the country.
- Keep abreast of the trends within the donor environment in the Country and Internationally
- Undertake diversified local and international fundraising initiatives to strengthen programme funding and sustainability
- Coordinate the production of good quality funding proposals and respond to call for proposals
- Facilitate donor visits, donor meetings, round table discussions and evaluations as necessary
- Ensure that effective grant management systems are in place and are consistent with the overall organisation fund seeking and management policy and promote their application
- Be aware of all donors conditionality in the Area Programme and monitor adherence to donors conditionality
**Financial management**
In close collaboration with the Head of Finance and the Head of Programmes Operations and Development

- Provide oversight to all finance and administrative services in the Programme
- Ensure effective implementation and compliance with the overall Finance & guidance Manual and compliance with procedures required by grant or contract agreements
- Oversee the development and implementation of annual country budgets
- Ensure that adequate internal control mechanisms are in place
- Ensure adequate mechanisms are in place for budget monitoring and review and minimize significant expenditure variances
- Review accuracy of accounts and carry out periodic checks on financial matters
- Monitor the timely delivery of quality accounts and comment
- Oversee annual and project-specific audit processes within the Area Programme
- Ensure the preparation, accuracy and timely submission of financial reports that comply with grant or contract agreements and ensure compliance with all aspects of ACORD policies and donor funding
- Check and verify all inventories and promote efficient management of organizational assets

**Human Resources Management and Organizational Development**
In close collaboration with the Head of Human Resources and the Head of Programmes Operations and Development

- Provide leadership support to Area Programme staff and promote best practices in human resources management
- Coordinate regular reviews and update of the human resources policies and procedures for the Area Programme and ensure compliance with the overall human resources management manual and the national labour laws
- Oversee adequate implementation of the performance management system including performance objectives and planning, review, appraisal and staff development
- Coordinate the development of a staff development plan in line with strategic directions of ACORD in the Area Programme
- Oversee and monitor efficiency and fairness of recruitment processes across the programme
- Provide Coaching and Counselling advice to staff when necessary and lead initiatives to develop staff capacity
- Organise regular meetings with the senior management team and all staff for the purpose of exchanging information, coordination and learning
- Ensure that the country senior management team is effective, mutually supporting and sufficiently involved in decision making

**Information, Communication and learning**

- Ensure that the programme is maintaining a coordinated and agreed information exchange both internally and in its dealing with external parties
- Ensure that key programme documents (strategy programme document, projects proposals, research, reports, etc) are internally shared with the Secretariat and agreed upon before communicating to donors and other external parties
- Ensure that all communication infrastructures are set up in the programme and smooth information flow is maintained
- Ensure that experiences and best practices are documented and shared across the organisation

**Supervision & Collaboration**
The Country Director is under direct supervision of the Head of Programmes Operations and Development in Nairobi.

**Relationships with others**
S/he will work in collaboration with staff in various sections at the Secretariat: Head of Policy and Advocacy and thematic managers; Programmes operations and development Coordinator and M&E Coordinator;
Director of funding and partnership development; Head of Finance; Human Resources and Organizational Development Manager; and all other team members.

**Accountability**
- Supervision: Works independently under the supervision of the Head of Programmes Operations and Development and within approved strategy and policy guidelines
- Decision Making: Has full responsibility of decisions at country level in line with approved policy
- Responsibility over assets: Overall responsibility for the Country budget, all organizational resources and assets.
- Responsibility over Staff: All Country staff

**Job Specifications**

**Minimum Requirements**

**Education /Qualification**
- Minimum Masters degree in social sciences/development studies, strategic/programme management, management studies or other related discipline
- Additional extensive training in at least one of the areas of ACORD Thematic work:- Food sovereignty & Livelihoods, Gender, HIV&AIDS, Peace building and conflict transformation

**Relevant Work Experience**
- Minimum 8 years demonstrated working experience in program development, implementation and evaluation; 4 of which should be at senior management level
- Progressive experience of programme management (at least 5 years) in the INGO sector in Africa with a proven track record as a senior manager and leader, including experience in developing and implementing strategic plans.
- A strong understanding of managing similar programmes operations in the developing world, preferably within the social development sector with hands-on experience in implementing social justice programmes including advocacy
- Proven experience in proposal development from concept note to full proposal and experience in other innovative strategies of resource mobilisation with a proven record in raising substantial research/development funds.
- Knowledge and Experience managing compliance to diverse donors (CIDA, DFID, EU, etc.);
- Proven experience as representative of a leading organisation in a country
- Demonstrable network of contacts and high standing in his/her profession with proven record of building and managing effective partnerships and strategic alliances.
- Proven experience in research and advocacy
- Strong People and financial Management skills

**Key Skills /Knowledge/Competencies**
- An understanding of and commitment to ACORD’s mission and values
- Familiarity with and commitment to a gender approach to development and participatory methodologies;
- Knowledge of current thinking on development issues and methods; and demonstrable ability to anticipate emerging needs and integrate them swiftly into priority setting
- Demonstrated initiative and creativity; and substantial experience of strategic thinking, including identifying, analysing, problem solving and responding to opportunities and challenges and the ability to translate these into practical plans of action
- Well established and practiced organizational and planning skills; and extensive knowledge and experience of project cycle management including using project planning and management key tools (e.g Logical Framework analysis, Gantt chart, etc)
- Good knowledge of financial management and accounting and budget holding principles
- Strong management and organizational skills, including comfort in delegating authority and responsibility
• Excellent interpersonal & negotiation skills, including ability to effectively lead and build a team, communicate a vision, make timely and transparent decisions, solve problems and manage conflict
• Proven people management skills in a multi-cultural environment and strong track record of developing people.
• Demonstrated Leadership and Management skills that effectively motivate staff and support team building; demonstrated ability to manage a professional team in a multi-cultural environment; and build teams.
• Demonstrated ability to undertake high-level representation and advocacy.
• Fluency in one of ACORD’s working languages. Excellent communications skills, both oral and written (excellent report & proposal writing), including public speaking.
• Computer Literate and Proficient in Microsoft Office including Microsoft Word, Excel, and Outlook;
• Willingness and ability to travel nationally and internationally.

**Personal Attributes**

**Other Desirable skills and Competencies**
• Bilingual in any of the three ACORD’s languages
• Previous experience in management in a similar post
• Experience in knowledge of one of ACORD’s core themes and in advocacy programmes
• Developed ability of raising the profile of an organization, strategically networking with government agencies, donors and other international agencies, and using the media as appropriate.
• Ability to handle a large workload, work under pressure, independently and with limited supervision
• Experience of working in a fast changing environment
• Adaptation skills: work in a multicultural environment
• Decision-making and problem solving skills

**Advantageous**
• Overseas experience in similar organizations