

**JOB DESCRIPTION**

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| **Job title:** | **Country Director** | **Location:** | **Burkina Faso** |
| **Department:** | **Management** | **Length of contract:** | **2 years** |
| **Role type:** | **National** | **Grade:** | **11** |
| **Travel involved:** | **Up to 30% within Burkina Faso, with periodic regional and international travel** | **Child safeguarding level:** | **3** |
| **Reporting to:** | **Line manager: West & Central Africa Programmes Director**  | **Direct reports:** | **SMC Project Manager, Country Finance Manager****Country Technical Coordinator****People and Culture Officer** **Security Manager****Commodity and Logistics Manager**  |
| **Dotted line manager:** |

**Organisational background**

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

* disease prevention, diagnosis and treatment
* disease control and elimination
* systems strengthening
* research, monitoring and evaluation leading to best practice
* behaviour change communication
* national and international advocacy and policy development

**Country and project background**

In Burkina Faso, Malaria Consortium has worked on the delivery of Seasonal Malaria Chemoprevention (SMC) since 2014, under ACCESS-SMC and since 2017 with additional funding from Good Ventures. ACCESS-SMC is a UNITAID-funded project, led by Malaria Consortium in partnership with Catholic Relief Services, which is scaling up access to SMC across the Sahel to save children’s lives. This four-year (2014-2018) project is also supported by London School of Hygiene & Tropical Medicine, Management Sciences for Health, Medicines for Malaria Venture, and Speak Up Africa. It provided nearly 50 million SMC treatments to nearly 7 million children less than five years of age in Burkina Faso, Chad, Guinea, Mali, Niger, Nigeria and The Gambia, averting nearly 40,000 deaths and 6.6 million cases of malaria. ACCESS-SMC is the largest project of its kind for SMC interventions and played a pivotal role in making SMC a viable and cost-effective option for malaria prevention and control for countries in the Sahel. ACCESS-SMC delivered SMC to 1.76 million children in Burkina Faso in 2017. Since 2018, Malaria Consortium has continued to implement SMC in Burkina Faso, Chad and Nigeria, mainly using philanthropic funding received because of being awarded Top Charity status by GiveWell..

Recently the project portfolio of MC in Burkina Faso has increased to include projects addressing zero dose or under immunised children using this as entry point supporting scale -up of malaria vaccine, and intermittent prophylaxis for malaria in school children. Both projects are funded by Malaria Consortium (MC) US office.

Malaria Consortium current strategy (2025 – 2028) was launch on the 1st of April 2025 with the mission of improving health and save lives in communities affected by malaria and associated health inequities.

The Country Director will be tasked with using this strategy to provide leadership to MC staff in the BF office, engage with all stakeholders and building the MC portfolio in meeting the overall goal and mission of the organisation.

**Job purpose**

The Country Director is responsible to providing overall strategic and programmatic leadership including financial and management support and business development/fundraising to ensure the success and growth of the current programmes and projects and the development of the Burkina Faso country programme portfolio.

**Scope of work**

Responsible for managing the Malaria Consortium country office in Burkina Faso, including financial oversight. Ensure all projects in the portfolio are implemented according to donor guideline and MC policies and lead on business development efforts to secure additional funding for the country office portfolio in Burkina Faso.

**Key working relationships**

The key working relationships within the role are both external and internal. They include direct reports in the country office in Burkina Faso, the CD’s line manager, West and Central Africa Programme team, the MC-SMC global team, Malaria Consortium technical advisors and the business development team. Key external relationships are with the Burkina Faso National Malaria Control Programme, international NGOs based in Burkina Faso and in the region, development partners in Burkina Faso.

**Key accountabilities**

**Representation and Coordination (15%)**

* Provide high level representation (directly or through designated technical staff), particularly at key governmental meetings as well as at donor, UN and NGO coordination fora
* Act as principal liaison for Malaria Consortium with the government and donor agencies on programming and contractual matters
* Expand Malaria Consortium Burkina Faso’s partnerships with MoH/National Malaria Control Programme (NMCP), Global Fund, Gates Foundation, World Bank, UN organisation, regional for a including WAHO, research institutions, private companies and civil society organisation in country and the region
* Lead in-country media relations, effectively raising the profile of Malaria Consortium and ensuring that external communication is in line with our mission and objectives and supports safety and security for staff, partners and beneficiaries of our work in-country
* Establish effective linkages between Malaria Consortium Burkina Faso and the other Malaria Consortium country offices and the UK office, including support to advocacy/global policy activities and wider sharing of experiences or collaborations in line with Malaria Consortium’s global strategy

**Delivery of High Quality Programmes (25%)**

* Develop, cost, monitor and report on monthly, quarterly and annual work plans, budgets and quarterly project reviews for delivery of high quality programmes
* Responsible for accountability of sub-grant agreements
* Actively oversee management of project budget, including compliance with established cost categories, monthly review and correction of transaction list, analysis of monthly budget versus actual reports and quarterly financial forecasting.
* With support from senior technical staff, oversee the research conducted by partners in Burkina Faso and technical aspects of the project, ensuring the technical quality and timely delivery of all programme and project outputs and deliverables
* Responsible to ensure that regular and effective supportive supervision is provided at field level
* Review regular donor and government reporting to ensure that performance indicators, including those on PReS or other platforms approved by MC, are being achieved and that corrective action is taken where improvement is needed
* Ensure final review of project activities are properly documented and internally and externally disseminated

**Strategic Planning and Business Development (25%)**

* Lead business development efforts in Burkina Faso and pro-actively lead roll-out of MC strategy in BF with support from Malaria Consortium’s senior regional teams,
* Track in-country and regional donor funding streams to identify opportunities in areas of strategic interest to Malaria Consortium in order to further develop and sustain the Burkina Faso programme
* Lead in drafting, reviewing and/or submitting funding proposals together with the regional, technical and business development teams

**Finance/Administration (15%)**

* Ensure accurate financial management, including leading annual and quarterly budget development, reviewing monthly management accounts, signing off on monthly check list and serving as budget holder for MC SMC Phil Project budget
* Responsible for ensuring the country senior finance office has put in place good financial controls, adherence to internal and donor’s processes and policy, monitoring of budget to actual expenditure and development of accurate and timely financial reports
* Oversee national payroll and ensure compliance with statutory regulations
* Ensure, with support from relevant functions, Malaria Consortium policies and procedures are compliant with national law and donor contracts

**Overall Management of the Malaria Consortium Burkina Faso and Other Resources (15%)**

* Line manage designated in-country staff
* Manage and review as required operational systems and coordination between Malaria Consortium Burkina Faso and Ministry of Health
* Ensure project grants and contracts are efficiently and accurately managed and there is full accountability of resources and transparency of financial information
* Ensure all HR requirements relating to Burkina Faso staff are met, including overall responsibility for the setting of staff objectives, monitoring of performance, review of performance prior to completion of probationary period and staff development
* Work with Malaria Consortium’s Global Management Group and other Country Directors to identify and address challenges and opportunities

**Security and Risk Management (5%)**

* Assume overall responsibility for the safety and security of Malaria Consortium staff, assets and reputation
* Ensure Malaria Consortium security plans and procedures are up to date and fully adhered to
* Ensure security focal points are aware of their roles and able to deliver on their responsibilities
* Ensure offices and mobile field teams are equipped with the tools required to live and work in a safe and secure environment
* Monitor available security information and ensure security focal points are attending all security coordination meetings to help prevent security incidents from occurring
* Establish contingency planning exercises in anticipation of major events, to provide requisite security whilst minimizing programmatic disruption

**Person** **specification**

**Qualifications and experience:**

***Essential:***

* Master’s degree in international health, management or relevant discipline
* Fluency in French and ability to work in English

***Desirable:***

* Experience in public health programming

**Work-based skills:**

***Essential:***

* Extensive work experience as a senior manager or team leader in developing countries, preferably in Africa, and a proven ability to deliver programme growth and impact
* Established leadership skills with a proven ability to nurture, develop and deliver through teams
* Experience in financial management and managing different types of budget and donor funded programmes / projects
* Experience in human resource management and supervision
* Excellent interpersonal and communication skills
* Ability to work effectively and sensitively in a cross cultural context
* Proven track record in resource mobilisation/business development (put this one first)
* Results focused with a collaborative and flexible style

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| **Core** **competencies**: |
| **Delivering results** |
| **LEVEL D-** **Inspires wider teams to achieve outstanding results and to manage risks**Proactively improves effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriateEncourages mitigating risks amongst the teams/groups they work with/ manage.Ensures the quality of all internal/external work of own and others. |
| **Analysis and use of information** |
| **LEVEL D -** **Analyses the external environment confidently*** Generates a range of policy options and appraises them based on the internal and external evidence
* Develops ways of applying new knowledge and ensures lesson-learning with self and wider team
* Analyses the significance of external events and situations for Malaria Consortium
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| **Interpersonal and communications** |
| **LEVEL D -** **Communicates complex technical and/or sensitive/high risk information effectively*** Communicates complex operational, technical and strategic issues clearly and credibly with widely varied audiences
* Uses varied communication to promote dialogue and shared understanding and consensus across a variety of audiences
* Influences internal and external audiences on specific issues
* Scans the internal and external environment for key information and messages to support communications strategies
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| **Collaboration and partnering** |
| **LEVEL D -** **Develops external networks to increase internal thinking/learning*** Actively develops partnerships with relevant organisations, think tanks and individuals
* Takes initiative to establish a network or partnership where one does not exist
* Ensures any external learning is effectively brought in-house
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| **Leading and motivating people** |
| **LEVEL D -** **Champions ownership of corporate decisions*** Encourages their team to develop their individual potential continuously, creates a learning culture

Demonstrates complete commitment to the achievement of the business goals, motivating others to deliver* Spots, develops and promotes talent across teams whether or not in their own functional area
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| **Flexibility/ adaptability** |
| **LEVEL D -** **Clarifies priorities and ensures learning from experience*** Clarifies priorities when leading change
* Sees and shows others the benefits of strategic change.
* Helps colleagues/ team members to practise stress management through prioritisation of workloads and modelling of appropriate self-management and care
* Makes time to learn from experience and feedback, and apply the lessons to new situations
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| **Living the values** |
| **LEVEL D -** **Acts as a role model in promoting Malaria Consortium’s values**Champions and takes ownership of corporate decisions, values and standards and ensures team members implement them in a positive mannerActs as role model internally and externally in promoting Malaria Consortium’s values * Is accountable for ensuring that cultural awareness is demonstrated across the area (s) they manage
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| **Strategic planning and thinking and sector awareness** |
| **LEVEL D -** **Takes a holistic view and anticipates the future**Demonstrates an ability to step back from operational issues and see things holistically (helicopter vision)* Anticipates how actions will impact other teams and negotiates to reach mutually acceptable solutions
* Demonstrates how complex strategic issues can be broken down into simple discrete steps
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