

**JOB DESCRIPTION**

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| **Job title:** | **Country Director** | **Location:** | **Chad** |
| **Department:** | **Management** | **Length of contract:** | **2 years** |
| **Role type:** | **National** | **Grade:** | **11** |
| **Travel involved:** | **Up to 30% within Chad and some regional** | **Child safeguarding level:** | **3** |
| **Reporting to:** | **Line manager: West & Central Africa Programmes Director** | **Direct reports:** | **Country Finance Manager, Country Technical Coordinator, Senior Security Officer, People and Culture Officer, Operations and Supply Chain Manager, Senior Project 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**

ACCESS-SMC is a UNITAID-funded project, led by Malaria Consortium in partnership with Catholic Relief Services, which is scaling up access to seasonal malaria chemoprevention across the Sahel to save children’s lives. This three year project is supported by London School of Hygiene & Tropical Medicine, Management Sciences for Health, Medicines for Malaria Venture, and Speak Up Africa. It will provide up to 30 million SMC treatments annually to 7.5 million children less than five years of age in Burkina Faso, Chad, Guinea, Mali, Niger, Nigeria and The Gambia, potentially averting 49,000 deaths due to malaria. ACCESS-SMC is the largest project of its kind for SMC interventions, and will play 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 275,000 children in Chad in 2015, and will deliver SMC to 500,000 in 2016. 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. . Chad has recently been awarded an ORS project funded by Clear Solutions.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 Chad country programme.

**Scope of work**

Responsible for managing the Malaria Consortium country office in Chad, 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 Chad

**Key working relationships**

The key working relationships within the role are both external and internal. They include direct reports in the country office in Chad, 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 Chad National Malaria Control Programme, international NGOs based in Chad and in the region, development partners in Chad.

**Key accountabilities (percent of time spent on each area)**

**1. 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
* Consolidate and expand Malaria Consortium Chad partnerships with MoH/National Malaria Control Programme (NMCP), Global Fund, Gates Foundation, other bilateral and multilateral organisations, research institutions, private sector and civil society
* 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
* Ensure effective linkages between Malaria Consortium Chad 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

**2. 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
* Develop and monitor the implementation and 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 Chad and technical aspects of the project, ensuring the technical quality and timely delivery of all programme and project outputs and deliverables
* Conduct and oversee 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
* Undertake additional tasks as assigned

**3. 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 ACCESS-SMC budget
* Assist the country finance manager in overseeing and ensuring good financial controls, adherence to internal and donors 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

**4. Overall Management of the Malaria Consortium Chad Staff and Other Resources (15%)**

* Line manage designated in-country staff
* Manage and review as required operational systems and coordination between Malaria Consortium Chad and Ministry of Health under programme sub-grant agreements
* 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 Chad 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

**5. 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
* Extensive 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
* 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 appropriate  Encourages 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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 manner  Acts 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 |
| **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 |