



Job Description

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|--|------------------------------------|---|
| Job Title Country Director | Job Location Morogoro | Category Project Implementation, Project & Program Management |
| Job Type Full Time | Job level Director / CXO | Industry Non-profits (NGO) |
| Open to Expatriates Only Open to Tanzanian Nationals | | |

Minimum Requirements

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| Min Budget - | Max Budget - | Primary Industry Non-profits (NGO): 8 Years |
| Secondary Industry - | Primary Category Project Implementation: 5 Years | Secondary Category Project & Program Management: 5 Years |
| Certificate - | Qualification - | |

Summary

The Country Director (CD) is part of the organisation's International Leadership Team (ILT) and provides strategic leadership to all programmes in Tanzania in accordance with the overarching global strategy. The CD will lead on the design and development of new programmes, partnerships and relationships. They will develop the country strategy, and ensure compliance with relevant policies, processes and standards. The Country Director has overall responsibility for the quality, impact and safe delivery of the portfolio in Tanzania.

Responsibilities

Strategic Planning & Implementation

- Lead on the development, implementation, monitoring and review of Tanzania's country strategy in alignment with the 2020 – 2021 Strategy
- In conjunction with the Director of Strategy, Operations and Governance and International Leadership Team peers, be responsible for strategic decision-making relating to all programmes and lead on national level strategic analysis and planning
- Ensure the organisation has strong working relationships with the Government of the United Republic of Tanzania and all relevant national institutions
- Oversee regular programmatic, communication and safety updates for all relevant internal stakeholders, consistent with the political, social and economic realities of Tanzania

- Maintain close working relationship with the UK Office, ensuring that our organisation level policies and quality standards are maintained across all operations in
- Ensure that the Operating Agreement with the group is upheld

Partnership & Fundraising

- Build effective, collaborative and accountable relationships with regional and national partners, to identify joint project fundraising and implementation opportunities
- Work with the UK Programmes Team to ensure that high quality fundraising asks are submitted in-line with the fundraising plan of action, ensuring that targets are met
- Work together with the UK Fundraising Team to ensure that the correct information and positioning is available to deliver against the organisational strategy

Finance & Resource Management

- Be accountable for all aspects of financial and people management
- Lead on financial planning and forecasting, procurement, budgeting, cash flow, investment priorities, and operational financial policy, in consultation with the Finance Manager and the UK Director of Finance & Corporate Services
- Oversee and develop the administration of effective financial reporting processes across Teams, in consultation with the UK Finance Team
- Oversee staff recruitment, onboarding, contracts and HR administration, welfare and benefits, and exit processes with support from the UK Office People, Culture and Training Team
- Establish and monitor staff performance management processes that measure and evaluate staff performance and development against operational and strategic goals, including oversight of annual appraisals
- Lead on the development and implementation of a talent strategy that enables the organisation to ensure that it can grow the skills and abilities of a diverse and representative national staff team
- Ensure all staff members receive timely and appropriate training, learning and development through the implementation of personal development plans and ongoing support

Operations & Governance

- Maintain up to date knowledge & understanding of all governance and compliance issues and requirements in Tanzania (including legal registration, permits, tax regulations, and institutional reporting), and ensure compliance
- Support operations and logistics staff to:
 - Oversee internal office and facility administration and policy
 - Oversee asset management, procurement, transport and logistics functions across staff and volunteer teams, leading continual development and implementation of policies to ensure the highest possible audit and safety standards

Programme Development, Implementation & Reporting

- Oversee strategic oversight of all relationships with partner NGOs and other stakeholders, and support the Programme Manager as required
- Support the Programme Manager to:
 - Design, establish and implement programmes focussed on ensuring development impact through youth-driven change methodology
 - Establish and oversee implementation of youth-driven and inclusive strategic objectives, to ensure youth are at the centre of organisational policy, and new programme design and delivery

- Ensure project delivery meets agreed standards and contractual obligations, whether with government, individuals, donors, partner NGOs or corporates
- Ensure regular reporting to national authorities as necessary
- Ensure the effective implementation of all programmes, upheld by robust monitoring, evaluation, assessment and learning
- Create annual plans and reports related to the delivery of the portfolio
- Oversee the development, leadership and management of the organisation Including effective governance, administration procedures, and resources are in place to achieve the Youth in Civil Society, National Society (global)

Safety

- Ensure overall leadership of crisis management & safety management systems and planning, with support from group Operations and Governance
- Ensure delivery of appropriate, high-quality safety, security, and safeguarding systems, with emphasis on strong delivery policy and risk assessment framework
- Oversee management of the organisational Risk Register, and that the organisation's safety culture is communicated effectively to all staff and participant

Communications & Brand

- Lead on the development and implementation of a country-level communications strategy that positions the organisation as a leader in youth-driven change
- Ensure high standards of communication (internal & external) including effective, timely and efficient communications with the UK Communications Team

Requirements

Essential

- Senior management experience in leading the development and delivery of organisational strategies
- Senior level experience of building, developing and managing relationships with partners, government, agencies, private sector organisations, and donors
- Proven track record of successful partnership building and fundraising from diverse institutions, including corporates
- Experience of budget management at strategic or organisational level
- Entrepreneurial, with a proven ability to initiate, maintain and develop trust-based relationships – and secure funding
- Experience of managing safety, security and risk within an International NGO context, and with young volunteers
- Proven analytical skills and ability to think strategically, within a regional and global framework
- A commitment to, and passion for the delivery of programmes
 - through youth and through volunteers
- Ability to manage the development of, and contribute to, the high-level analysis of factors contributing to youth driven change
- Experience in leading and motivating multi-disciplinary and multi-cultural teams; including a high degree of self-awareness and an understanding of how to drive and support an excellent team (including volunteers)
- Good level of IT literacy and an understanding of how new developments in technology can positively contribute to the aims of an INGO
- Excellent written and verbal communication skills to motivate, influence, and negotiate
- Fluent in written and spoken Kiswahili and English

Desirable

- Previous experience as a Director or Senior Manager in a Tanzanian NGO
- Experience managing governance and administration of a Tanzanian NGO
- Previous experience of delivery in Youth Programmes
- Experience managing HR and people policy and process within Tanzania
- Experience managing internal operations including IT and logistics
- Logistical experience for multi- site rural operations
- Understanding and experience of supporting youth driven change

Reporting To

- Global Director of Operations

Driving Licence

Not Required

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