

<b>ROLE</b>	<b>Country Director (Sierra Leone)</b>
<b>STATUS</b>	<b>Based in Freetown, Sierra Leone</b>
<b>HOURS</b>	<b>Flexible</b>
<b>RESPONSIBLE TO</b>	<b>Regional Manager</b>
<b>SALARY</b>	<b>£35,000 plus benefits (total package worth approx. £50,000)</b>

Reporting to the Regional Manager, the Country Director (CD) has overall management responsibility for UWT's work in the country, to lead humanitarian and development programmes aimed to reduce suffering and poverty among the communities we serve.

The CD has to ensure that all members of the country team internalise and operationalise in their procedures, work and attitudes the concept that the beneficiaries in the field are the true owners of the mandates and the success of the charity will be in the positive impact it has on the lives of the beneficiaries. The CD will be responsible for the Country Office Budget, the overall management of all country office staff and their security and act as the legal representative of UWT in country.

The Country Director has responsibility for the strategic leadership and management of the country programme, managing about 30 staff and a budget of around £6 million. Any decisions for the programme which impact other country programmes or functions are made in conjunction with the Regional Manager.

## MAIN RESPONSIBILITIES

- Lead the development of the Country Strategic Plan in line with regional priorities.
- Responsible for the efficient and effective utilization of all UWT resources in Sierra Leone.
- To represent UWT at all levels in the country and occasionally in the wider region.
- To strengthen UWT's relations with the wider humanitarian and development community.
- To deliver effective programmes according to the Country Programme.
- To facilitate professional and systematic communication and cooperation between the different parts of the UWT family to ensure maximum impact of the organisation's work.
- To lead, manage and develop staff in order to ensure that the country office is capable of fully achieving its agreed targets.
- Risk Management and ensure compliance and quality improvement of the country programme.

## KEY ACCOUNTABILITIES

### PROGRAMME MANAGEMENT AND IMPLEMENTATION

- Provide direction to ensure the effectiveness and positive impact of the programmes implemented by the charity.
- Maintain effective communications with the Regional Desk at the UK Office.
- Review, update and communicate the country situation analysis and a response plan twice a year to the Regional Manager.
- Ensure the production of high-quality donor reports, annual reports and project proposals for UWT UK by the agreed deadlines.

- Ensure transparency and accountability in all programmes and follow humanitarian accountability principles and standards.
- Ensure best utilization of the financial resources in an effective and efficient manner with full transparency and accountability.
- Ensure that projects are implemented within the right time in accordance with the detailed implementation plans.
- Ensure programmes are gender-sensitive and adhere to child protection principles.

#### **PROGRAMME MONITORING AND EVALUATION**

- Ensure effective and continuous monitoring of the appropriateness, effectiveness, impact and direction of programmes implemented by the charity using the appropriate tools.
- Develop and implement innovative approaches to monitor the performance of programmes.
- Ensure adequate evaluation of the impact of the programmes and measurement of change as a result of the programmes.
- Monitor and ensure the capacity of budget holders to manage and monitor their budgets and ensure proper expenditure phasing.
- Spend at least 40% of time in the field meeting beneficiaries and field staff.

#### **STRATEGIC DIRECTION AND PLANNING**

- Provide overall strategic planning leadership and technical backing for programmes in line with UWT's strategic parameters.
- Ensure the Country Strategy, thematic areas of work, as well as the Annual Country Business Plan and Emergency Preparedness Plan are implemented in line with regional and global strategies and reviewed as necessary in consultation with staff and stakeholders.
- Ensure that projects fit into the overall country strategy and thematic areas and that this integration is understood by all involved.
- Work with programme teams, partners and beneficiaries to produce action plans as per the country strategy, within agreed timeframes.
- Contribute to regional and UWT global policy/strategy development based on the experience of the country programme.
- Maintain and update on a regular basis emergency preparedness and response plans for the country.
- Contribute to the development of policies on major issues and/or advocacy with a range of stakeholders.

#### **REPRESENTATION AND NETWORKING**

- Build and strengthen significant relationships between UWT partners and relevant Government Departments at all levels.
- Be cognisant of advocacy opportunities and develop these as appropriate.

#### **STAFF CAPACITY BUILDING, SUPPORT AND DEVELOPMENT**

- Ensure the full implementation of UWT's personnel management policies and Code of Conduct.
- Ensure that a human resource development and implementation plan drawn from the strategy is developed, monitored and reviewed as an integral part of the strategic planning process.
- Optimise staff performance through ensuring that effective processes are in place to support and encourage their personal and professional development.

- Maintain an effective Country Management Team (CMT) to facilitate involvement of staff in the running of the programme through an appropriate participatory, open team approach to decision making.
- Ensure that a comprehensive capacity building plan is prepared, budget secured and implemented each year based on the performance appraisals.
- Ensure that all new staff receive proper induction training, all staff receive security, health and safety, child protection and values training during their probation period.

#### **SUPPORT ORGANIZATIONAL LEARNING**

- Ensure that there is an appropriate contribution to policy development and advocacy at a regional and global level, based on the experience of the country programme.
- Ensure the promotion of information exchange, writing up programme case studies, and learning from experience at all levels (country, region and global).

#### **SECURITY AND HEALTH & SAFETY**

- Maintain an overview of the political and security context, noting how developments may affect programme work.
- Ensure that robust and effective security and evacuation plans and procedures are in place and are regularly reviewed and updated in order to ensure security of all staff at all times.
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- Ensure all staff are aware of and adhere to health and safety policies and guidelines, and regularly review these policies.
- Ensure that the Country Security Plan is developed and in place.

#### **ADMINISTRATION AND MANAGEMENT**

- Maintain an effective Country Management Team (CMT) to facilitate involvement of staff in the running of the programme through an appropriate participatory and open team approach to decision making.
- Ensure financial, procurement and budgetary guidelines and controls are in place.
- Ensure accounts are produced on time and in accordance with UWT policy and procedures.
- Ensure effective grant management in accordance with UWT procedures and performance targets.

#### **OTHER DUTIES**

- Carry out other duties as directed by the Regional Manager and associated with the job purpose.

## PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with the Islamic values and principles as well as commitment to UWT's vision and mission.

### Essential

#### 1. Knowledge, Skills and Qualifications

- Work experience working as a Country Director, or a senior management role with an International NGO.
- Proven track record of working with NGOs in developing countries in rehabilitation; development or emergency contexts.
- Substantial experience and knowledge of effective budgetary control and programme management.
- Experience of and commitment to participatory management and maintaining a supportive, open environment to ensure the learning and development of all staff.
- An in depth understanding of international development issues
- Gender approaches in relief and recovery
- Community Development, Social Protection, Food Security, Urban Poverty, etc
- Has in-depth knowledge of SPHERE and other similar standards that impact the humanitarian work of INGOs such as UWT

#### 2. Experience

- Experience of managing and mentoring local and international staff
- Good interpersonal skills including the ability to listen, sensitivity to others views and perspectives, and conflict resolution
- Proven experience in overseeing programmes; understanding of quantitative and qualitative data in support of programme development

#### 3. Personal Qualities

- Team building and problem-solving skills
- Culturally sensitive
- Excellent communications skills both verbal and written in English

#### 4. Desirable:

- Demonstrates the flexibility and energy that is required for a high level of self-management and awareness
- Working knowledge of a second language (Arabic) is desirable
- Willing to travel to remote parts of the country and occasionally the West African region to ensure effective programme implementation and knowledge sharing.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, please email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). You can also email for further information. The closing date for applications is **30<sup>th</sup> June 2021**, although the position may close sooner if the right candidate is found.