

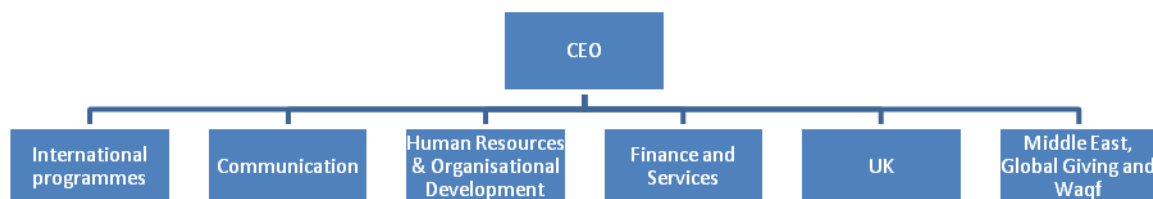


Islamic Relief Worldwide

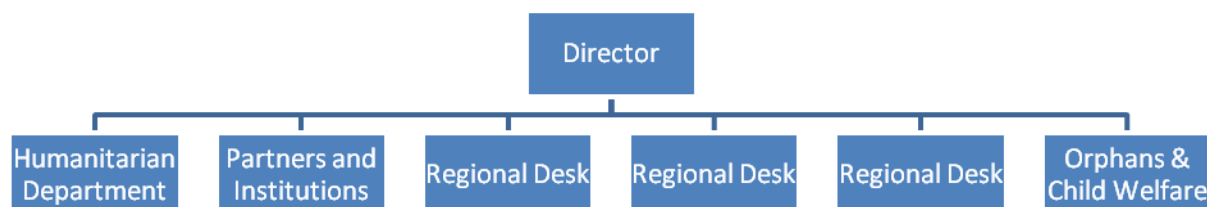
Country Director Mali

BASE LOCATION:	Bamako, Mali
REPORTING TO:	Head of Region
LINE MANAGEMENT RESPONSIBILITIES:	Head of Programmes, Programme Managers, Finance and Admin Manager, other key national staff
PURPOSE OF DIVISION:	<p>Through capacity building and through technical and programme support, the International Programme Division keeps the organisation focused on the socio-economic and humanitarian needs of vulnerable people.</p> <p>The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organisation is prepared to respond promptly and effectively to humanitarian crises.</p> <p>The division increases the organisation's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organisation's donors.</p>
JOB PURPOSE:	<ol style="list-style-type: none"> 1. To represent Islamic Relief at all levels in country 2. To strengthen IR's relations with the wider humanitarian and development community to consolidate and develop the visibility and image of the organisation 3. To deliver effective programmes according to the Country Programme and Regional Strategies 4. To facilitate professional and systematic communication and cooperation between the different parts of the IR family to ensure maximum impact of the organisation's work. 5. To lead, manage and develop staff in order to ensure that the country office is capable of fully achieving its agreed targets. 6. Risk manage, ensure compliance and quality improvement of the country programme

Position of International Programmes Division within IR



Structure of International Programmes Division



KEY WORKING RELATIONSHIPS

- Has Regular contact with Head of Region, IPD Director and other IRW and IR family Directors
- Has day-to-day contact with the regional desk co-ordinator
- Actively engages and networks with institutional donors and the wider INGO community through forums, co-ordination meetings and networking
- Represents Islamic Relief to national and local government and traditional and community leaders

SCOPE AND AUTHORITY

Scope of the Role:

Reporting to the Head of Region, the Country Director has overall management responsibility for IRW's work in the country of posting to lead any humanitarian response, bring about change and reduce poverty by supporting practical development programmes that enable people to improve their lives and shape their own futures. 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 IR and the success of the CO will be in the positive impact it has on the lives of the beneficiaries. The Country Director 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 IRW in country

Responsibility for Resources:

Reporting to the Head of Region the Country Director has responsibility for the strategic leadership and management of the country programme, managing staff and programme portfolio. Any decisions for the programme which impact other country programmes or functions are made in conjunction with Head of Region

KEY ACCOUNTABILITIES



1. PROGRAMME MANAGEMENT AND IMPLEMENTATION

- Provide direction to ensure the effectiveness and positive impact of the programmes implemented by the CO.
- Maintain effective communications within the programme and with the Regional Desk at the International Office.
- Review, update and communicate the country situation analysis and emergency response twice a year to the Head of Region.
- Ensure the production of high quality donor reports, annual reports and project proposals for both IRW and donors by the agreed deadlines.
- Ensure transparency and accountability in all programmes and follow humanitarian accountability principles and standards.
- Ensure programmes are gender-sensitive and adhere to child protection principles.

2. PROGRAMME MONITORING AND EVALUATION

- Ensure effective and continuous monitoring of the appropriateness, effectiveness, impact and direction programmes implemented by the CO using appropriate IRW and other international 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

3. STRATEGIC DIRECTION AND PLANNING

- Provide overall strategic planning leadership and technical backing for CO programmes in line with IRW'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 IRW 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.



4. FUNDRAISING, REPRESENTATION AND NETWORKING

- Identify potential donors and institutional funding opportunities and secure funding sources in-country
- Build and strengthen significant relationships between IRW partners, INGOs, UN, institutional donors and relevant Government Departments at all levels.
- Be cognisant of advocacy opportunities and develop these as appropriate through the media, government, the UN, international agencies, donors and diplomatic missions

5. STAFF CAPACITY BUILDING, SUPPORT AND DEVELOPMENT

- Ensure the full implementation of IRW's Personnel Management Policies and Code of Conduct.
- Ensure that a human resource strategy and implementation plan 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.

6. 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.
- Contribute to IRW's efforts to influence policies of major donors, the private sector and UN agencies.
- Ensure the promotion of information exchange, writing up programme case studies, and learning from experience at all levels, (country, region and global).

7. 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 regularly reviewed and updated in order to security of all staff at all times.
- Ensure all staff are aware of, adhere to health and safety policies and guidelines, and regularly review these policies.

8. 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, 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 IRW policy and procedures.
- Ensure effective grant management in accordance to IRW procedures and performance targets.



9. OTHER DUTIES

- Carry out other duties as directed by the Head of Region 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 Islamic Relief Worldwide's vision and mission.

Essential:

Knowledge, Skills and Qualifications

- Work experience working as a Country Director, or a senior management role with an International NGO.
- Minimum Bachelor's degree in development, social science
- Proven track record of working with INGOs in developing countries in rehabilitation; development or emergency contexts.
- Substantial experience and knowledge of effective budgetary control and grant management
- Knowledge and experience of fundraising from and dealing with EC, ECHO, UN and DFID
- 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 development issues in West Africa
- Gender approaches in relief and recovery.
- Community Development, Social Protection, Food Security, Urban Poverty, etc.
- Excellent command of written and spoken English

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.

Personal Qualities

- Problem solving skills
- Culturally sensitive

Desirable:

- Demonstrates the flexibility and energy that is required for a high level of self management and awareness
- A working knowledge of a second language is desirable.

Signed by: _____ (Direct Line Manager)

Signed by: _____ (Divisional Director)