



TERMS OF REFERENCE

Job Title	Country Director
Hiring Office	ForAfrika to Thrive, Ethiopia office
Location	Addis Ababa
Department	Global Operations
Reports to (Function)	Chief Programme Officer (CPO)
Number of Direct Reports	5
Job Grade	Full Time
Job Description Last Update	11 March 2024

ForAfrika is a humanitarian, development and advocacy organisation devoted to improving the lives of children, families and their communities around Africa.

PURPOSE OF THE POSITION

- Provide overall oversight and strategic operational leadership for ForAfrika Ethiopia country office.
- Model a high standard of corporate leadership to ForAfrika Ethiopia's Management Team (SMT) and staff, ensuring full alignment with ForAfrika's Global Strategy, Organization's Vision, Purpose, Mission .
- Ensure compliance with ForAfrika policies and standards, while meeting desired goals and objectives.
- Ensure ForAfrika Ethiopia is appropriately structured, financially viable and appropriately resourced and compliant with ForAfrika policies,
- Ensure that ForAfrika maximises and achieves its impact for children, their families and communities.
- Ensure fulfilment of the ForAfrika Ethiopia's Transition Plan from Humanitarian Emergency Response to Resilience and Self-Sustaining communities .
- Represent ForAfrika to the Government, all donors, including the United Nations system, Affiliate Offices, Project Partners as well as internally with all Divisions/Departments serving according to given Power of Attorney and Limits of Authority.

RESPONSIBILITIES

Leadership and Management of ForAfrika Ethiopia:

Promote ForAfrika's Vision, Mission, Purpose, Core Values and organizational Standards & Practices among the staff and partners and ensure these are the core foundation of the office strategies and work.

- Provide focused vision for the whole organization, motivating all staff to work together towards shared goals,
- Administratively select, induct, mentor/guide and manage a strong ForAfrika Ethiopia SMT, building a culture of high performance, open, transparent and mutual collaboration between and amongst ForAfrika Ethiopia staff .
- Ensure ForAfrika Ethiopia staff have the requisite expertise and professional competencies to implement ForAfrika Ethiopia Country Programme Strategic and Operational Plans.

- Promote and participate in leadership development initiatives while promoting at the same time a culture of learning & development, employee engagement and good stewardship of human capital in the Country Office,
- Respect, value and promote gender, age, religious and ethnic diversity; (ensure implementation of ForAfrika Gender Equality and Social Inclusion Management Policy and practices),
- Respect, value and promote ForAfrika’s Safeguarding Policy, the Protection against Sexual Exploitation and Abuse (PSEA) Policy; (ensuring implementation of PSEA Zero Tolerance Policy and practices),
- Exercise Fiduciary management of the organization’s resources (human, financial, capital) in the ForAfrika Ethiopia Country Office.
- Maintain high standards of work and clear accountability to all stakeholders.

Performance (Standards and Accountability)

- Ensure high programme quality and impact by developing and implementing programs which meet ForAfrika Ethiopia’s highest quality and standards,
- Work with ForAfrika Ethiopia SMT to jointly identify the key areas for future programmes and projects, for which targeted communities are in need,
- Ensure that all programs are implemented, monitored and evaluated to measure impact and in accordance with donors, Global Support Office (GSO), Affiliate Offices and other stakeholders’ approved frameworks,
- Ensure that proper feedback and complaint mechanisms for beneficiaries, communities, other stakeholders and ForAfrika Ethiopia staff are in place,
- Ensure measurable improvement and impact on children and all targeted stakeholders is achieved.
- Ensure accountability for the implementation of effective programme to all key stakeholders,
- Develop and implement effective systems for strategic and adaptive management, ensure operational plans are in place and projects are able to make necessary adjustments to plans and budgets during implementation,
- Adhere to ForAfrika’s Safeguarding policies and standards. Perform other relevant tasks assigned by the direct supervisor,
- Develop relationships with Donors, UN Agencies, ForAfrika GSO and Affiliate colleagues in order to incorporate ForAfrika guidelines and initiatives in the developed proposals.

Representation and Networking

- Strengthen presence and awareness of ForAfrika Ethiopia’s program both within and outside of ForAfrika,
- Represent ForAfrika Ethiopia at appropriate national government level, UN/ NGO/ donor meetings, joint agency assessments, and task forces, as required,
- Provide leadership, strategic direction and support to the team for developing and implementing excellent donor experience and acquisition of funds,
- Ensure that ForAfrika is positioned as a leading African NGO in promoting the well-being and rights of children within the country context to deserve public and stakeholders’ confidence and trust,

Transition to Self-Funded office

- Lead successful implementation of the ForAfrika Ethiopia Transition Plan,
- ForAfrika Ethiopia fulfils the ForAfrika family likeness to ensure program quality and to manage risk and reputation issues,
- Lead Transition/ Change Management Team in achieving the set transition targets,

- Build ForAfrika Ethiopia team understanding, engagement and ownership in transition processes,
- Establish / maintain a team structure that safeguards all funding streams and facilitates cross fertilisation.

Financial Management, Financial and Operational Audit Compliance

- Ensure efficient and effective organizational practices that would result in successful financial and operational audit scores,
- Oversee action planning and execution to resolve audit findings in an agreed and timely manner; oversee appropriate reporting of audit results and actions.
- Oversee strong financial compliance through timeliness and completeness of financial reports,
- Oversee strong operational compliance through timeliness and completeness of program/project reports,
- Manage overall financial integrity of the programs to Donors, Partners, Affiliates, the Government and other stakeholders,
- Provide overall strategic leadership and initiative for identifying and securing financial resources to support the program.

Spiritual Leadership

- Ensure that the office has a high quality Faith and Development approach with mainstreamed country appropriate interventions developed, annually agreed by SMT
- Model a high standard of personal Christian leadership, ministry and integrity through lifestyle and work relationships. Exhibit spiritual maturity, integrity and a dynamic personal sense of life calling,
- Participate and Lead spiritual nurture meetings/devotions as scheduled.

REQUIRED QUALIFICATIONS

- Ethiopian citizen in good standing with government.
- University degree in WASH or FSL.
- Qualifications in management or project management.
- 5+ years proven Leadership experience with International NGOs in transformational development programming.
- Experience in managing integrated Relief/ Development and Advocacy programs.
- Proven project management experience with Government grants, and major private donors.
- Proven track record of delivering programs and reports on time.
- Knowledge of humanitarian sector and donor community.
- Politically astute and well developed diplomatic skills, especially in dealing with government, donors, UN partners, Affiliates, staff and ForAfrika GSO.
- Proven negotiation skills and ability to handle multiple demands from many stakeholders.
- Strong communication skills with ability to express ideas clearly and persuasively with internal and external stakeholders.
- Good knowledge of financial management and change management.
- Understanding of development, monitoring & evaluation processes.
- Experience in program assessment, design, implementation, monitoring, evaluation and report writing.
- Excellent Amharic and English communication skills (verbal and written). Proficiency in other regional dialects will be an added advantage.
- Commitment to ForAfrika's Vision, Core Values and Mission.
- Ability to exhibit exemplary lifestyle as interpreted in specific local culture context.
- Willingness to travel domestically and internationally as required.

JD – Country Director – ET

How to apply:

- Please submit a cover letter and CV (max 4 pages) to recruitment.sa@forafrika.org by no later than 31st March 2024 . Applicants will be reviewed on a rolling basis and only successful candidates will be contacted.
- Please title your application subject line as Country Director Ethiopia , late applications and candidates who do not comply with the above requirements will automatically be disqualified.
- Location preference: Addis Ababa and the position is open to country nationals.

Disclaimer:

- Correspondence will be limited to short-listed candidates only. If you do not hear from us within one month of the closing date, please consider your application as unsuccessful.