

<b>Job Title:</b>	<b>COUNTRY DIRECTOR</b>		
<b>Directorate:</b>	AA Senegal	<b>Job Family:</b>	Country Director
<b>Reports to:</b>	Global Secretariat	<b>Grade:</b>	Aligned to local grading structure
<b>Location:</b>	Dakar, Senegal		
<b>Direct Reports:</b>	Country Senior Management Team		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Country Director will inspire vision, strategic leadership, and financial sustainability as well as guidance to harness ActionAid’s human and financial resources, partnerships, alliances, and other resources in delivering the organisation’s mandate in line with its values and established policies. The Country Director must translate the global strategy and Strategic Implementation Framework into the Senegal context, engage in regional and global initiatives. S/he will also be responsible for developing country strategic plans and oversee their implementation ensuring resources are in place to achieve budgeted performance targets and monitoring overall performance against set objectives. S/He is required promote ActionAid's Values, Feminist Leadership Principles, and SHEA and Safeguarding policies.</p> <p>The Country Director will provide effective high-level national representation for ActionAid and play a key role in influencing decisions of stakeholders that are outside of his/her direct sphere of authority across the organization.</p>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>		
<b>Organisational and Federation Development</b>	<ul style="list-style-type: none"> <li>• Provide leadership in shaping ActionAid Senegal organizational strategic direction with the Global Secretariat guidance in the delivery of the organization’s mandate.</li> <li>• Implement and further develop ActionAid’s vision, mission, Theory of Change/philosophy, and principles in line with agreed Federation strategies and organizational priorities.</li> <li>• Lead and direct the activities of AA Senegal in accordance with sound management practices and (Action Aid International (“AAI”) development policies.</li> <li>• Ensure Senior Management Team (SMT) capability is enhanced for proper delegation and execution of their mandates effectively.</li> <li>• Promote ActionAid's Values, Feminist Leadership Principles, and SHEA and Safeguarding policies.</li> <li>• Provide strategic support to the membership development/ national governance development in line with the federation governance vision, principles, and standards.</li> <li>• Ensure a pro-active communication strategy is followed with a sound relationship with media and stakeholders to manage the external impact of AA Senegal’s initiatives.</li> <li>• Represent ActionAid Senegal in a variety of forums and maintain external relationships within a diverse range of stakeholders in the sector including national government, key national and international NGOs, donors, academic, social movements, CBO’s, media, and other relevant institutions.</li> <li>• Actively contribute to ActionAid International's development as an international federation.</li> <li>• Maintain regular communication with the Head of Country Engagement and Transformation, Africa Regional Director, Hub Staff across locations, GS central support staff and other International Leadership Team and Country Directors.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Ensure that ActionAid lives up to its dual citizenship role as part of an international federation.</li> <li>• Provide support and engagements to Global ActionAid activities as and when required, including participation on task forces, training courses and conferences.</li> </ul>
<p><b>Strategy Development and Implementation</b></p>	<ul style="list-style-type: none"> <li>• Lead the country strategy paper (CSP) development so that the strategy is relevant to national policies, constituencies, and civil society and in line with ActionAid International strategies and organizational priorities.</li> <li>• Ensures the delivery of CSP of (Senegal); oversees the implementation, monitoring and evaluation of the CSP within the country.</li> </ul> <p><b>Programme Implementation:</b></p> <ul style="list-style-type: none"> <li>• Lead and direct the work of AA in accordance with sound management practices and ActionAid's development policies and accountability systems.</li> <li>• Ensure AA has a well-balanced, well documented, and cost-effective programme.</li> <li>• Develop ActionAid's capacity to document, disseminate and learn from development work in and ensure all reporting is of the highest standard.</li> <li>• Manage and encourage the collaborative relationships established with various specialist institutions and ensure that these joint initiatives conform to programme objectives.</li> <li>• Ensure all programme activities are sensitive to and responsive to changes in the political, social, and economic environments.</li> </ul> <p><b>Policy, Research, Campaign and Advocacy:</b></p> <ul style="list-style-type: none"> <li>• Encourage the development of appropriate research with a view to improving the quality of field work and influencing change in policy to improve the quality of life for the poor of the country.</li> <li>• Maintain sound relations with policy, research and advocacy specialists at programme directorate at Global Secretariat levels.</li> <li>• Work with local/national social movements for social justice</li> <li>• Ensure grounded campaign mobilizing and working with grass root constituents.</li> </ul> <p><b>Emergency Preparedness:</b></p> <p>Develop and maintain appropriate contingency plans for all kinds of emergencies. Such plans to be agreed with the Global Secretariat International Humanitarian Response Team.</p>
<p><b>Fund Raising and External Communication</b></p>	<p><b>Fund raising and donor relationship:</b></p> <ul style="list-style-type: none"> <li>• Ability to launch an innovative fundraising approach that attracts donors and appropriate to the changing funding landscape that is competitive.</li> <li>• Develop donors scoping in country and outside and setting fund raising targets and implementation plan.</li> <li>• Ensure a regular flow of information is available to the funding departments and to donors and official funders as required by the various funding mechanisms, especially child sponsorship and village neighbour.</li> <li>• Establish and develop working relationships with key donors in-country and actively develop local funding sources appropriate to AA Country's resource needs.</li> <li>• Ensure grant compliance of projects as per the donor expectations.</li> <li>• Establish evidence on the impact of our work with people whom we work with especially women and girls for donor profiling and confidence on the return of their fund.</li> </ul> <p><b>Media/social media:</b></p> <ul style="list-style-type: none"> <li>• Develop and manage a sound relationship with all sections of the media and ensure that any published material accurately reflects the views of the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to use social media for digital fund raising and promote AA Senegal works and profiling of AA Senegal .</li> <li>• Establish an appropriate public image for ActionAid Country that promotes its work in keeping with ActionAid identity, values, and culture.</li> </ul>
<p><b>Values Practice &amp; Strategy Change management Priorities</b></p>	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement.</li> <li>• <b>Feminist Leadership</b> – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>Child protection and safeguarding</b> –Embed ActionAid and sector’s approach to child protection and Safeguarding ensuring it is embedded in all initiatives holistically.</li> <li>• <b>AAI Values Practice</b> – Ensure a personal and team culture that demonstrates all of AAI’s Values including Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility</li> <li>• <b>Change management</b>- Ability and experience in leading in implementation of wider change management to ensure organizational and financial sustainability.</li> <li>• Ensure delivery and contextualisation of the Global campaigns working with local social movements.</li> <li>• <b>Policy assurance</b>- Ensure compliance to the assurance policy and in-country government compliance.</li> <li>• Engage and lead major organisational processes such as the Strategy Implementation Framework (SIF) and the Long-Term Funding and Finance strategy (LTFFS) with a particular focus of country context tailored fund-raising initiatives.</li> <li>• Lead the implementation of the Country Transformation as per the proposed model of presence.</li> </ul>
<p><b>People Management</b></p>	<ul style="list-style-type: none"> <li>• Maintain effective and appropriate staff recruitment, induction, appraisal, and remuneration and development practices at all levels to ensure the optimum utilisation and development of AA’s human resources.</li> <li>• Appoint, develop, and manage all senior staff. Ensure a high calibre of staff is recruited while promoting a gender balance in the organisation, and that optimum investments are made in their development.</li> <li>• Encourage a corporate perspective amongst staff and actively promote staff exchange, secondment, and development schemes, where these contribute to the meeting of ActionAid’s programme objectives and priorities.</li> <li>• Promote feminist leadership principles and culture among AA Senegal staff and beyond</li> </ul>
<p><b>Operations &amp; Finance</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the control of expenditure and the disbursement of resources is in accordance with the established procedures and maintain the financial and legal integrity of the organisation in country.</li> <li>• Provide progress and financial reports as required by the government, the national Board/Assembly (when in existence) and ActionAid’s accountability procedures and as required by other organisations.</li> <li>• Maintain an efficient internal control framework and good practice regarding the identification and management of risk.</li> </ul>
<p><b>Steering the Senior Management Team (SMT)</b></p>	<ul style="list-style-type: none"> <li>• Develop and nurture the Senior Management Team (SMT) members in working collectively to steer the organization to achieve strategic goals.</li> <li>• Provide leadership to management of Senior Management Team (SMT)</li> <li>• Plan and facilitate platforms and events that encourage shared leadership and team building such as Senior Management Team (SMT) retreat and solidarity events.</li> <li>• Create an enabling environment for innovation and performance excellence for staff.</li> <li>• Set and ensure performance targets for Heads or Leads of departments and other relevant staff are managed.</li> </ul>

Typical People Management Responsibility	
<b>Approximate number of people managed in total</b>	<b>Country Dependent</b>
<b>Matrix Manager – (projects/dotted line)</b>	<b>Yes</b>
<b>Team Leader</b>	<b>Yes</b>
What is the global remit? Operates in:	
<b>Own country</b>	<b>Yes</b>
Role Dimensions	
<b>Financial (limits/mandates)</b>	
<b>Direct departmental budget:</b>	
<b>Organisation-wide expenditure:</b>	
Key Relationships to reach solutions	
<b>Internal (to ActionAid or team)</b>	<b>External</b>
<b>National Board (where applicable)</b>	<b>Partner community, social movements, CBOs, NGO, networks, and alliances</b>
<b>Country Senior Management Team</b>	<b>Government offices</b>
<b>Heads of Country Engagement and Transformation (AAI)</b>	<b>Peer international NGO leaders</b>
<b>Peer Country Directors</b>	<b>International donors, media</b>
Person Specification	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>Degree in Public Administration, Social Sciences, or any other related field.</li> <li>Any other post graduate qualification is an added advantage</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Ten years of relevant experience, five years of which must be at the senior management level in development work and poverty eradication programmes with proven initiative, flexibility, and enthusiasm in managing complex activities in a changing environment.</li> <li>Experience working as Executive/Country Director for similar organisation is an advantage.</li> <li>Demonstrated senior management expertise, including proven ability to develop the capacities of multi-disciplinary professional teams undertaking comprehensive social justice, poverty eradication and gender equality strategies.</li> <li>Experience in external engagements, networking, working with social movements, youth and feminist led movements.</li> <li>Proven experience in managing complex financial control and management systems.</li> <li>Demonstrable experience in leading complex change processes.</li> <li>Demonstrated expertise in strategic and long-term planning and the ability to ensure that operational plans and activities meet targets and appropriately reflect longer term perspectives.</li> <li>Excellent communication skills, including demonstrated ability to handle sensitive matters.</li> <li>Proven experience of working and negotiating with Government officials and/or donors at all levels.</li> </ul>
<b>Essential knowledge and skills</b>	<ul style="list-style-type: none"> <li>A strong commitment to AA’s vision, mission, Theory of Change (ToC) and values, especially the rights-based approach, and the principles of equal opportunity as outlined in ActionAid’s Code of Conduct.</li> <li>Strong leadership and management, and fundraising skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sound and up-to-date knowledge of development concepts, methodologies and techniques including demonstrated expertise in at least one specialist development field.</li> <li>• Excellent negotiation and communication skills, including demonstrated ability to handle sensitive matters.</li> <li>• Sound awareness of the political, social, economic, and historic environment in which ActionAid's Senegal operates at both national and community levels.</li> <li>• Strong analytical/problem solving, and ability to manage crisis, conflict and risk including policy assurances to the expectations of stakeholders.</li> <li>• Sound grasps of feminism and feminist leadership approaches. A strong commitment to embedding feminist leadership and ActionAid's humanitarian signature.</li> <li>• A strong commitment to adhering to and promoting ActionAid's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk).</li> <li>• Proven initiative, flexibility, and enthusiasm in managing complex activities in a changing environment.</li> </ul>
Desirable Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proficiency in French, English and other languages, a familiarity with Senegalese socio economic and political context.</li> </ul>
<b>Organisational Structure</b>	
<i>Country dependent</i>	
<b>Competency Profile</b>	
<b>Competency</b>	<b>What it looks like</b>
Action	The desire to accept ownership and accountability, whilst getting things done well and meeting challenging goals.
Planning	The ability to think ahead and decide on courses of action, ensuring that the resources required to implement the action will be available, and scheduling work required to achieve a result.
Innovation	The ability to originate, introduce and be open to, new practices, concepts, ideas and change and to continuously improve.
Communication	The ability to get our points across clearly, both orally and in writing, to ensure we get our key messages across in the right way.
Collaboration	The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships.
Leadership & Management	The capacity to be strategic, inspire others to give of their best to achieve a desired result, whilst maintaining effective relationships with individuals and teams as a whole and allocating resources.