

act:onaïd Job Description and Person Specification

Job Title:	COUNTRY DIRECTOR		
Cluster:	Federation Development	Job Family:	Country Director
Reports to: <i>(incl matrix reporting)</i>	Head of Country Coordination, Africa 2	Grade:	
Location:	Bujumbura, Burundi.		
Direct Reports:	Head of Policy and Programmes, Head of Fundraising, Head of Finance, Human Resources and organisational Development Officer.		
Job Role			
Role Overview:	<p>The Country Director provides vision, leadership, management and effective high-level national representation for ActionAid International in Burundi, in line with the established policies, principles and operating practices of ActionAid International, as well as good management practice .</p> <p>The Country Director is expected to be a strategic and innovative thinker responsible for overseeing the implementation of the AA Burundi Country Strategy Paper (CSP) and ensuring that the required resources are in place to achieve overall performance against set targets.</p> <p>The Country Director has a key role to play in the ActionAid Federation in terms of providing country support to peer countries and engaging in regional and global initiatives.</p>		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		
Strategic Leadership	<ul style="list-style-type: none">Lead the development and delivery of the Country Strategy Paper, provide conceptual and thought leadership in the development and roll out of accompanying operational documentsImplement and further develop ActionAid’s vision, mission, philosophy and principles in line with agreed organizational priorities.Provide leadership in shaping the organizational strategic direction, identifying and diffusing bottlenecks in the delivery of the organization’s mandate.Lead and direct the activities of Actionaid International Burundi in accordance with sound management practices and (ActionAid International (“AAI”) development policies.Ensure Actionaid International Burundi has a well-balanced, documented and efficient Programme that is responsive to the political, social and economic environment.Oversee programme implementation for effectiveness and efficiency as per the country strategic paper (“CSP”) and AAI guidelines.Ensure Senior Management Team (“SMT”) capability for proper delegation and execution of their mandates effectively.		

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<p>People Management</p>	<ul style="list-style-type: none"> • Foster a culture of transformative feminist leadership as per the ActionAid top ten basics. • Maintain effective and appropriate staff recruitment, induction, appraisal, remuneration and development policies and practices at all levels to ensure the optimum utilisation and development of AA Burundi's Human Resources. • Appoint, develop and manage all senior staff. Ensure a high calibre of staff is recruited while promoting gender balance in the organisation, and that optimum investments are made in their learning and development.
<p>Development and maintenance of a good organizational and country programme identity</p>	<ul style="list-style-type: none"> • Ensure a pro-active communication strategy is followed with a sound relationship with media and stakeholders to manage the external impact of ActionAid International Burundi initiatives. • Oversee the delivery of Country Programme obligations to the Federation • Participate in working groups and international platforms and encourage staff to do the same. • Establish, develop and maintain excellent working relationships with government, donors, partners, social movements, civil society and other countries across the federation.
<p>Values and Practice</p>	<ul style="list-style-type: none"> • Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) • Leading Innovation and Change - Establish a culture of excellence in respect to a team that values experimentation and continuous improvement • Safeguarding –Ensure ActionAid and sector's approach to child protection and Safeguarding is embedded in all initiatives holistically • AAI Values Practice – 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
<p>Programme, Policy and campaigns</p>	<p>Programme Implementation</p> <ul style="list-style-type: none"> • Ensure ActionAid International Burundi has a well-balanced, well documented and cost-effective programme. • Develop ActionAid international Burundi's capacity to document, disseminate and learn from development work in and ensure all reporting is of the highest standard. • Ensure all programme activities are sensitive to and responsive to changes in the political, social, and economic environments. <p>Policy, Advocacy and Campaigns</p> <ul style="list-style-type: none"> • 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 those living in poverty in the country.

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	<ul style="list-style-type: none"> • Maintain sound relations with policy, research and advocacy specialists at the national and regional level • Develop a communication strategy that will deepen the impact of communication work, identify key priorities, channels, audiences and messages to establish an appropriate public image for ActionAid Burundi in line with ActionAid International values and culture. • Conduct campaigns to increase the public's awareness of issues facing marginalised population groups and support for their cause. • Engage with government and other CSO networks to challenge and influence policies that create and promote inequity <p>Emergency Preparedness:</p> <ul style="list-style-type: none"> • Develop and maintain appropriate contingency plans for all kinds of emergencies. Such plans to be presented for approval by the Head of Country Coordination and IHART team. <p>Feminism, child protection and safeguarding in programming</p> <ul style="list-style-type: none"> • Ensure that ActionAid's transformative feminist leadership approach is embedded in the ways of working, policies and engagements • Foster and promoting ActionAid's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk) in policies, practices, programming, stakeholder engagement etc.
Expand portfolio of support and secure additional funding for further business development	<ul style="list-style-type: none"> • Develop a funding strategy and plan to mobilise and diversify AA Burundi's resource as specified in the AA Burundi Country Strategy Paper and the Global Strategy • Developing and implementing a viable business development framework to sustain Country operations. • Secure additional funding sources for ActionAid International Burundi • Establish and maintain a strong relationship with donors, corporate sponsors and supporters. • Ensure that information and submission of reports to donors/funders is flawless. • Ensure that Child Sponsorship servicing, contract management and compliance is effectively carried out.
Operations & Finance	<ul style="list-style-type: none"> • Ensure that there is a long term-term sound financial sustainability plan and that it is implemented for the financial sustainability of the organisation. • Manage the financial resources allocated to or raised by the country in compliance with approved policies/ frameworks as well as the national law and donors' regulations; • Ensure the financial integrity and accountability of ActionAid International Burundi in accordance with the ActionAid Financial Management framework • Prepare budgets and financial plans to ensure that that the control of expenditure and the disbursement of resources is in accordance with the established procedures

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	<ul style="list-style-type: none"> • Maintain an efficient internal control framework and good practice regarding the identification and management of risk. • Ensure the establishment of a sound financial management system for the effective and efficient utilization of organizational resources • Provide progress and financial reports as required by the government, the governing Board/Assembly and ActionAid's accountability procedures. • Ensure effective communication of financial performance to stakeholders. • Make sure the organization has a risk identification and mitigation plan with SMT oversight
People Management	<ul style="list-style-type: none"> • Maintain effective and appropriate staff recruitment, induction, appraisal, remuneration and development practices at all levels to ensure the optimum utilisation and development of Human Resources. • 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. • Create an enabling environment for innovation and performance excellence for staff • Set and ensure performance targets for Heads of Departments and other relevant staff are achieved. • Develop and continue to nurture a united SMT working collectively to steer the organization to achieve strategic goals
Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	
<i>Matrix Manager – (projects/dotted line)</i>	Yes
<i>Team Leader</i>	Yes
<i>Manager of Team Leaders/Managers</i>	Yes
What is the global remit? Operates in:	
<i>Own country</i>	Yes
Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External</i>
Heads of Country Coordination (AAI)	Donors, Government offices, media
Peer Country Directors	Peer international NGO leaders
GS staff	International donors, media
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Post Graduate Degree in Public Administration, Social Sciences or any other related field.
Experience	<ul style="list-style-type: none"> • Ten years of relevant experience, five years of which must be at the senior management level in development work and poverty eradication programmes

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		<p>with proven initiative, flexibility and enthusiasm in managing complex activities in a changing environment.</p> <ul style="list-style-type: none"> • Experience working as country director for similar organisation is an advantage. • 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. • Proven experience in managing complex financial control and management systems. • 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. • Proven experience of working and negotiating with Government officials and/or donors at all levels
Essential knowledge & skills		<ul style="list-style-type: none"> • A strong commitment to AA's vision, mission and values, especially the rights-based approach and the principles of equal opportunity as outlined in ActionAid's Code of Conduct. • Excellent negotiation and communication skills, including demonstrated ability to handle sensitive diplomatic and Government level negotiations on matters affecting ActionAid Burundi • Sound awareness of the political, social, economic and historic environment of Burundi and the Great Lakes Region as a whole. • Passion for women's Rights and energy to challenge patriarchy • Sound grasp of feminism and feminist leadership approaches coupled with a strong commitment to embedding the same in the Country Programme. • Proficiency in English and French both written and oral. • Strong leadership and management skills • Strong analytical/problem solving, and management of crisis, conflict and risk • 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).
Desirable Knowledge and Experience		<ul style="list-style-type: none"> • Experience in Project management, Monitoring and Evaluation. • Experience in Women's Right programming. • Well connected with civil society networks in Burundi • Female Burundi nationals are encouraged to apply
Competency Profile		
Leading organisation	Strategic perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.

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	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.
Leading others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities