



Job Title: Country Director
Field / Region: Ethiopia
Location: Addis Ababa, Ethiopia
Expat Post Status: Accompanied
Reports To: Africa Regional Deputy Director
Prepared By: Craig Jagers
Prepared Date: March 2018

Values, Vision, and Purpose

At Food for the Hungry, we operate under a set of guiding principles we call “The Heartbeat.” This includes our Values, Vision, and Purpose, which serve to guide who we are and how we work as an organization. Together we follow God’s call responding to human suffering and graduating communities from extreme poverty. The Country Director is the leading champion of “The Heartbeat” who expresses, facilitates, and creates unity around these core organizational principles.

Position Purpose

Ethiopia is Food for the Hungry’s largest field office and the portfolio of projects there feature prominently within the global organization. As FH’s chief representative in Ethiopia, the Country Director (CD) plays an influential role advancing matters of strategic importance. The CD provides overall leadership to and manages large- and medium-sized multi-sector programs and staff of approximately 700 people in Ethiopia. Within the framework of the FH Heartbeat, the CD is responsible for developing and delivering on plans that contribute to the achievement of the Strategic Plan goals, summarized by the graduation of communities, moving people out of poverty, and responding to human suffering.

Responsibilities

*Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Key Result #1 – Oversee and manage high quality programs and provide timely and accurate status and financial reporting.

1. Manage, oversee, and is ultimately responsible for the financial and administrative activity of all FH programs within their jurisdiction and provides reports in accordance with FH procedures and standards;
2. Ensure close collaboration between business units through regular planning and performance meetings and reporting, especially focused on the link between program performance and the financial situation of the organization;
3. Identify and secure the appropriate resources (personnel, funds, and materials) needed to accomplish the field strategy through field, National Organizations, and other donor contacts;
4. Lead the field staff in the development and implementation of overall field and specific program strategies to achieve FH vision and mission, lead staff in the monitoring and evaluation of programs, and provide timely communication and reporting of the same;
5. Ensure FH Ethiopia programs are integrated and are in compliance with CFCT (Child Focused Community Transformation) program standards;
6. Give careful attention to all legal requirements affecting FH's position in-country, and promptly notifies the Regional Leadership (Deputy Regional Director) of any problem or change affecting FH operations.

Key Result #2 – Strategy and Resource Development.

1. Ensure the country strategy is in close alignment with the regional strategy and is contributing significantly to the global targets set out in FH’s Corporate Strategy. Responsible to ensure that resources are raised to achieve the strategy (both FH national office funding, private funding and public

- funding) in coordination with the regional office and the Global Service Center;
2. Identify, establish and maintain relationships with key field partners related directly or indirectly to overall field and specific program strategies in order to achieve the FH Heartbeat, specifically donor organizations and implementing partners;
 3. Identify, establish and maintain relationships with Regional Leadership, National Organizations, and the Global Leadership Team, who become part of the overall Field and specific program strategies.

Key Result #3 – Staff Management and Development.

1. Ensure the proper recruitment, orientation, training, development, and care of all FH staff assigned to this field office;
2. Directly supervise up to seven senior directors and managers, and provide overall direction to the senior leadership team.
3. Model leadership to all staff, and intentionally develops the leadership potential of key staff in this field. Walk closely with the senior leadership team, coaching and mentoring key direct reports such as the Program Director;
4. Demonstrate, motivate, monitor and evaluate an understanding of and commitment to FH's Heartbeat; and lead an ongoing commitment to staff discipleship and spiritual health;
5. Keep abreast of environmental, economic, social, political and religious conditions in this field and report on such conditions as needed;
6. Represent FH as "chief of mission" at official functions, and as necessary, speak on behalf of FH, always in accordance with stated FH positions;
8. Responsible for the safety and security of all staff and FH representatives in country;
9. Responsible for security management: Ensure that systems, policies, and procedures are properly developed and implemented in order to strengthen safety and security of all staff and FH resources;
10. Responsible for incident response and follow-up. Works directly with Global Security to manage all critical incidents.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A proven ability to develop new business and successfully mobilize resources from a variety of donors;
- Demonstrated knowledge gained through field-based experience of health and nutrition, disaster risk reduction, education, and food security and livelihoods sectors in a relief and development context; Proven ability to create and execute organizational strategy that advances corporate values, purpose and vision;
- Skill in management of administrative functions within an organization including human resources, security, information technology, finance, and procurement;
- Ability to exercise budgetary / financial and internal controls systems analysis, and capacity building policy development and enforcement;
- Project life cycle management skills with proven ability to plan, lead and follow through on complex projects and relationships;
- Skill in developing partnerships and cultivating strong networks among diverse stakeholders including donors, government, private-sector, implementing agencies, and other partners;
- Ability to manage and supervise people using strong interpersonal skills that demonstrates servant leadership and contributes to team-building and unity;
- Proven knowledge of USAID rules and regulations, and ability to manage projects in compliance with the specific demands of this donor;
- Candidates with experience managing USAID Food for Peace projects and who have worked in Ethiopia or the region are highly preferred;
- Ability to negotiate with national and international governments and non-governmental organizations, community groups and organizations;
- Knowledge of and experience implementing requirements to achieve and maintain Minimum Operating Standards for Security;

- Ability to work in a cross-cultural setting and facilitate collaboration in a multi-cultural setting;
- Ability to keep and work with highly confidential information;
- Computer operating skills, including proficiency in Microsoft Office products;
- Proficient in written and verbal communication skills;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to calculate figures and amounts in strategic business circumstances;
- Ability to multi-task and resolve conflicts;
- Ability to sit at a computer for 8 hours a day doing repetitive motions on a keyboard;
- Medical fitness to live and travel in rural and urban areas with extreme conditions and limited medical support;
- Ability to travel up to 40% of time per year in the US and internationally, to insecure countries or locations.

Education and Experience: Master's degree in Business Administration, or a field related to international relief and development; at least 5 years of experience abroad as a senior-level manager overseeing complex, multi-sector relief and development programs; at least five years of progressive experience directly managing USAID funded projects; experience managing intercultural teams; or equivalent combination of education and experience.

Supervisor Responsibilities: Directly supervises staff. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, resolving problems, etc.

Language: Proficiency in spoken and written English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Acknowledgement of Receipt

Employee Signature: _____ **Date:** _____

HR Signature: _____ **Date:** _____