

## Country Director Job Description

Job title	Country Director	Office	TfaC Malawi
Job type	Full time	Code	CDMW
Line manager	TfaC Executive Director (ED)		
Job aims	<p><b>Strategy</b> - To drive forward the new five year country strategy that embodies the values, vision, mission and objectives of Theatre for a Change and ensure it is being delivered in all areas of the organisation’s work, with new and existing partners.</p> <p><b>Impact</b> - To ensure that TfaC Malawi is making significant positive impact for participants through delivering high quality programmes and ensuring that the processes of planning, implementation as well as monitoring, evaluation and learning, are robust.</p> <p><b>Finance</b> – To ensure that the financial management of the organisation is accountable and transparent at every level, and that all staff are fully aware and able to comply with the Finance Policy.</p>		
Number of staff managed	55	As line manager	6
		As counter signatory	3

### 1. Leadership

**Key Deliverable:** Demonstrable and inspiring leadership in promoting the values, the vision, mission and goal of TfaC and in the implementation of the Country Strategy.

- Demonstrate clearly a personal drive for sexual and reproductive health and rights (SRHR) and gender rights throughout all work and ensure they lead by example in representing the organisational values, mission, vision and goal
- Lead the delivery of TfaC Malawi’s Country Strategy so that TfaC Malawi staff are living the organisation’s values and achieving the vision, mission and objectives of, as well as supporting the overall international strategy of Theatre for a Change

- Lead the Organisational Management Team in making key decisions regarding the implementation of the strategy and overall direction of Theatre for a Change
- Lead the team in agreeing on the modalities for Programming, Finance and Monitoring, Evaluation and Learning (MEL) on each project
- Lead TfaC Malawi in all work activities ensuring the engagement of participants is held as the highest priority in the delivery of the projects.

## 2. Governance

**Key Deliverable:** The Board of Directors of TfaC Malawi is a well-functioning, active and useful support for the rest of the organisation.

- Regularly update and involve the Board of Directors in the work, progress and challenges of TfaC, and support the Chair to convene quarterly meetings
- Report to Directors on a regular basis against the organisational strategy, targets and budget and ensure that TfaC Malawi complies with the high standards of probity and good governance
- Ensure that TfaC Malawi operates within the terms and conditions of all legal agreements with the Malawian Government.

## 3. Organisational Development

**Key Deliverable:** TfaC Malawi continues to grow in capacity including the quality of projects, finances, human resource, new project opportunities and in strategic partnerships.

- Increase the overall income of the organisation by securing new funding of projects through in-country and external funding initiatives
- Identify technical capacity gaps, and take action to fill them where ever possible through training or recruitment
- Establish, develop and maintain excellent working relationships with the Government of Malawi, and other key stakeholders identified in the partnership strategy
- Establish and maintain key partnerships with donors in country
- Actively contribute to the development of the TfaC Partnership.

## 4. Programme Management

**Key Deliverable:** Strong project management systems for planning, delivering and evaluating projects for clearly measurable impact.

- Ensure that robust systems of planning and delivering projects are in place and implemented, from design and inception to delivery and evaluation
- With Head of Programmes and MEL Personnel, ensure that project performance is monitored regularly and compared to targets, deliverables, and budget
- Ensure that the planning, delivery and evaluation of projects complies with donor expectations and the terms of donor contracts, and that reporting to donors is of the highest standard
- Ensure that project monitoring data is regularly reviewed at Programme meetings by Programme Coordinators and Head of Programmes, that learning from the data is

maximised, and changes are made accordingly to project implementation strategies to increase impact

- Ensure that impact is effectively evaluated and measured to the highest standard in all programmes on a regular basis, and that learning from the data is maximised and new strategies are adopted to increase impact
- Ensure that TfaC Malawi is able to clearly demonstrate the impact of its work through annual impact assessments, and promotes and disseminates its impact and learning to partner organisations, participants and stakeholders
- Using the learning and achievement of projects, develop new project proposals, ensuring that participants are involved in the process, along with relevant members of staff, such as programme coordinators and the curriculum & methodology team for use in fundraising opportunities.

## 5. Performance Management

**Key Deliverable:** There is a shared understanding of, and drive towards, excellence within all areas of TfaC Malawi, and that the Quality Improvement Framework priorities and actions are reviewed, and implemented across the organisation.

- To develop and maintain an organisational culture of learning and reflection leading to changes in programme delivery
- To ensure that robust organisational learning processes are in place which capitalise on lessons learned, are communicated effectively and develop the organisation's capacity for making real change in participants' lives
- To focus on quality in every area of the work by effectively managing our internal performance systems such as M&E Assist and F&A Assist and individual annual performance reviews
- Ensure all managers within the organisation have the capacity to be able to support their teams and provide clear personnel development plans and targets to ensure the highest level of motivation and passion of all TfaC employees across the organisation in accordance with the TfaC Staff Development Policy
- Ensure staff Job Descriptions deliver the organisational strategic objectives, and personal / professional objectives, and agree on SMART targets for each line report
- Facilitate monthly monitoring meetings to discuss progress against objectives and targets with each line report, reviewing areas of success and weakness or areas requiring further support and training
- Conduct annual appraisals based on personal objectives and targets and agree performance related pay with Directors
- Support individual learning and development plans as a way to foster and encourage talent and new leadership potential throughout the organisation.

## 6. Financial Management

**Key deliverable:** TfaC Finance Policy is adhered to and the Finance Director (FD) is supported to hold all staff accountable for expenditure and financial reporting.

- In conjunction with FD, ensure that there is a robust internal control environment, including sound policies and procedures that safeguard staff and the assets of the organisation and funding partners, and that improve the effectiveness and the efficiency of the organisation
- To evaluate and make any necessary changes to the cost base of the organisation with a view to ensuring the greatest impact and value for money
- To ensure that established policies and procedures on HR, administration, finance, and programmes are understood by staff, implemented and regularly reviewed
- Ensure that TfaC Malawi complies with donor Terms and Conditions agreements, and budget thresholds
- Carry out routine quarterly spot checks on petty cash, purchase orders, asset registers and other supporting documentation.

## 7. Human Resources

**Key Deliverable:** TfaC Malawi is a healthy and safe environment and that it is fully staffed with properly trained and skilled members of staff who are supported to achieve the best they can for the participants and the organisation as a whole.

- Ensure that Health and Safety is prioritised in every area of TfaC's work, especially in road safety
- In conjunction with the Head of Operations, ensure that TfaC Malawi is fully staffed with the best people for each post, irrespective of their background or gender
- Support the Head of Operations to review and implement the Staff Development Policy to support focused and dedicated staff
- Support the Head of Operations to ensure all key HR policies, such as Equal Opportunities Policy and Child Protection Policy, are living documents that are clearly reflected in the day to day work of the organisation
- Ensure the Operations Continuity Plan is regularly reviewed and disseminated
- Ensure that the Conditions of Service are upheld by all staff, and reviewed on an annual basis with the approval of Directors
- Ensure internal employee wellbeing is reviewed and supported throughout all TfaC work and activities. Create space and time to explore and develop the wellbeing and team dynamic of direct line reports and lead by example in focusing on staff wellbeing for all TfaC employees.

## Person Specification

### SKILLS AND BEHAVIOURS - Living our Values

#### Responsibility:

- Holds self accountable for making decisions, managing resources efficiently, and achieving results for our participants
- Holds the team and partners accountable to deliver on their responsibilities and results – empowering them to deliver in the best way they see fit, providing the necessary professional development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of making positive change
- Takes responsibility for own personal and professional development and encourages team to do the same.

#### Social Justice:

- Sets ambitious and challenging goals for self and team to make tangible changes in the lives of the most vulnerable and marginalised groups and individuals.
- Widely shares vision for Theatre for a Change, engages and inspires others to do the same
- Future oriented, thinks strategically and on a national and international scale about ways in which Theatre for a Change can contribute to social justice through the empowerment of women and girls, particularly in their sexual and reproductive health.

#### Participation:

- Always places TfaC's innovative and active approaches to sexual and reproductive health (SRH) at the forefront of our work
- Fosters participation at every level of the organisation, as well as in project delivery
- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, and sees it as a source of competitive strength
- Is approachable, a good listener, and easy to talk to.

#### Openness and Honesty:

- Is open to and encourages new and innovative solutions
- Is willing to take disciplined risks
- Is honest, encourages openness and transparency.

#### Integrity:

- Always acts in the best interests of vulnerable and marginalised groups
- Embodies the values of the organisation.

#### Commitment:

- Acts as a professional and personal role model for other members of the staff by showing

commitment to the goal of Theatre for a Change, and inspiring others to do the same.

**Service:**

- Always puts the needs of vulnerable and marginalised groups first, and develops the same focus within the rest of the organisation.

**QUALIFICATIONS AND EXPERIENCE:**

**Essential**

- Commitment to the Theatre for Change values
- Good understanding of gender and sexual and reproductive health as well as key trends in international development
- Master's Degree in related discipline, such as Gender Studies, Public Health, International Development
- Experience of building, leading and developing a team of senior staff with different backgrounds and expertise
- Experience of managing challenging situations requiring effective prioritisation and rapid action to respond
- Experience of leading quality improvement for increased results for participants
- Experience of building personal networks at a senior level (i.e. donors, members, partners and governmental bodies), resulting in securing new opportunities for the organisation
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy-in
- Good understanding of programme, financial and operational management processes
- Experience of living in a developing country, and commitment to living in Malawi for at least three years.

**Desirable**

- Experience and knowledge of context and actors in Malawi
- Previous experience as a Country Director for an NGO in sub-Saharan Africa would be highly desirable
- Experience of the use of participatory methodologies
- Experience managing USAID contract agreements