



DIGNITAS

POSITION DESCRIPTION

Job Title:	Country Director, Malawi Program (CD)
Contract type:	Full time two-year contract with possibility of renewal
Reports To:	Director, Programs and Policy
Direct Reports:	Malawi Management Team, Malawi Communications Officer
Peers:	Indigenous Health Partners Program Manager
Location	Zomba, Malawi

Job Purpose

Reporting into the Director of Programs and Policy, the Malawi Country Director provides strategic leadership and operational management to the Dignitas Malawi program. Working with the Malawi Management team, the CD is directly responsible for shaping and sustaining the vision and managing the Dignitas program in line with established policies, principles and operating practice of Dignitas, as well as the political, social, cultural & economic environment. The post-holder is accountable for delivering on program outcomes as defined in the annual plan. The CD represents the Dignitas in Malawi, establishing and maintaining positive working relationships with local and international donors, the NGO community and relevant government authorities.

Duties and Responsibilities

1. Strategic Program Development (30% of time)

- a. **Planning:** Provide vision and guidance in overseeing the development of the Malawi Country Program's multi-year and annual plans in line with Dignitas's vision, mission and strategic priorities, including narrative, action plans and budgets. Actively contribute to the international organization's overall strategic planning processes.
- b. **Program Management:** Lead direct reports in the delivery of annual plans, providing strategic direction through prioritizing and organizing actions and resources to achieve program and organizational objectives, as well as providing technical input and advice. Provide oversight to ensure that program, research and data activities are implemented in line with organizational standards and best practices, and in accordance with internal and external commitments. Ensure that Dignitas is appropriately accountable to program beneficiaries, the Ministry of Health, other partners, and complies with all guidelines and laws relevant to its sector work and overall operations.
- c. **Partnership Development and Management:** Manage Dignitas's partnership with the Ministry of Health and relationship with other relevant Government departments. Build strategic partnerships and institutional relationships with like-minded actors and organizations which will further Dignitas's organizational mandate. Oversee the negotiation and management of formal partnership agreements, to ensure all parties meet their commitments and achieve the intended impacts.
- d. **Grant Management:** Oversee the management of donor grants and ensure full compliance with donor agreements including the delivery of committed results, appropriate management of financial resources in line with donor regulations, and timely submission of reports (see

Reporting below). For major program grants from Malawi-based donors, act as the official channel of communication for donor contacts and negotiate any agreement amendments/addendums and budget revisions.

- e. **Monitoring & Evaluation:** Provide oversight to ensure alignment between programmatic work and the organizational M&E framework, routine collection of M&E data in accordance with internal and external requirements. Ensure that M&E data is routinely used to assess and improve program performance, to report on results, and to contribute to overall organizational learning.
- f. **Reporting:** Oversee the timely submission of high quality reports to internal and external stakeholders. Ensure alignment among narrative, financial and technical reports, and ensure that reports are results-focused. Foster a culture amongst staff of documentation, information management and professional accountability for results.

2. Operations Oversight (25% of time)

- a. **Human Resources Development & Management:** Provide leadership, management and development of national and international staff. Line manage members of the senior management team (MT), mentoring key position holders, identifying capacity-building needs and developing a structured management training program with the support of HQ. Ensure an effective performance management system is in place, and is delivered effectively by all staff with line-management responsibilities. Assist with the international recruitment of key positions. Final responsible for ensuring that national staff HRM instruments and systems are developed, in place, adhered to, and aligned to national labour laws and practices.
- b. **Financial Management:** Responsible for the overall financial management of the Malawi Country Program. Ensure financial controls, accountability standards, procedures and records are in place and adhered to as per Dignitas's financial policies and procedures. Oversee the management of the allocation of resources and assets, ensuring that appropriate monitoring and control mechanisms are in place and that these are maintained at all levels. Manage the overall country budget within approved spending levels and oversee monthly cash flow to ensure a steady and adequate supply of funds for operational and program expenditure. Maintain an overview of potential/current funding gaps and ensure these are incorporated into HQ and Malawi-initiated proposals/donor asks.
- c. **Policies & Procedures:** Ensure adherence by all Malawi Country Program staff to Dignitas organizational policies and procedures, ensuring all staff are oriented and capacitated to uphold these, and that proper reporting and disciplinary procedures are followed when a breach occurs. Identify areas that require updating and/or revision to the appropriate HQ staff.
- d. **Safety & Security:** Provide direct support to the safety and security focal point for the Country Program, accountable for the overall health, welfare and security of all personnel. Ensure safety and security management plan for staff and assets is in place and up to date.
- e. **Risk Management:** Identify and effectively manage all key risks, including safety and security, financial and reputation risks, related to delivering the Malawi Country Program and their potential broader impact on the organization.

3. Advocacy and Representation (25% of time)

- a. **Representation:** Represent Dignitas to local and national authorities, donors and relevant partners, and as part of media and external visits. Actively participate in national policy forums and working groups, and other relevant forums in Malawi and internationally, in order to further Dignitas's vision and mandate. Ensure programmatic work is informed by, and responsive to, national and international developments in policy and practice, and where appropriate, contributes to developments in and changes to policy/practice.
- b. **Advocacy:** Contribute to the ongoing development of Dignitas's advocacy strategy and agenda, ensuring programmatic alignment to its global objectives and translating these into appropriate action in the Malawian context. In collaboration with other actors (civil society, government,

donor and/or multi-lateral), identify areas of potential influence and ensure that knowledge and evidence generated by Dignitas's Country Program and organizationally is effectively applied at local, national and international levels in order to realize Dignitas's vision and bring positive change to its target groups.

4. Fund Development (10% of time)

- a. **Prospecting:** Explore, assess and present in-country and regional funding opportunities relevant to Dignitas's strategic priorities and the Malawi Country Program plans to HQ. Develop and maintain positive relationships with in-country donor agencies.
- b. **In-Country Fundraising Plan:** Develop an annual in-country fundraising plan and negotiate annual in-country fundraising and cost-recovery targets with HQ. Oversee the implementation of the plan; support and direct related fundraising activities in the Malawi Country Program Office.
- c. **Proposal Development:** Contribute to the writing and review process of institutional proposals initiated in Malawi or by HQ, ensuring alignment to plans and identified funding needs.
- d. **Donor visits:** Oversee program visits by current or potential donors.

5. Organizational Development (10% of time):

- a. **Malawi:** Work with HQ and the Malawi SMT to assess opportunities for organizational development and growth within the Malawi Country Program and the resources/systems/capacities required to support these potential areas. Identify areas of current work that require more support, capacity-building and/or resources in order to maximize programmatic impact, and work with HQ and Malawi SMT to develop plans and strategies to strengthen these.
- b. **International Organizational Development:** Participate in strategic organizational discussions, processes and working groups to expand current, or develop new, areas of programmatic work (outside of Malawi). Contribute to organizational policy development processes, contributing Malawi experience and perspectives.

Qualifications and Experience

- MPH, MBA or equivalent post graduate degree in International Health, Development Studies, International Relations or similar discipline
- Experienced leader with at least 8-12 years senior management experience in multiple countries; at least 3-5 years as the head of a medium to large country program of an INGO that focuses on health, preferably in Africa
- Minimum of 5 years international experience working in public health, health systems strengthening and HIV/AIDS programming; strong knowledge and experience of the health sectors in a developing countries
- Medical background or experience is not a requirement, but is considered an asset
- Extensive experience in high level representation at policy level, managing government relations and working in partnership with MOH's and other national level stakeholders, with demonstrated success in bringing about evidence-based policy change at the organizational and local/national government levels
- Demonstrated success in country program strategic planning, program design and organizational development
- Track record in building, leading and developing high performance teams with a range of backgrounds and expertise
- Proven track record is building a sustainable funding base for programs including securing medium to large-scale institutional grants
- Extensive experience in budget control, budget management and donor compliance, previous experience in implementing USAID/USG grants is essential

- Proven experience in monitoring and evaluation of complex programs; practical understanding of quantitative and qualitative research data collection in support of program development
- Sound understanding of practical innovation within the health sector and the ability to foster organizational culture that champions this approach
- Ability to identify and analyze opportunities that contribute to strategic aims, and translate them into practical plans and actions
- Excellent written, verbal and interpersonal, relationship-building, negotiating communication and diplomatic skills; excellent verbal and written English skills