



<b>Job Title:</b>	<b>Country Director, Somaliland</b>
<b>Responsible to:</b>	Head of Programme, Africa
<b>Responsible for:</b>	Sahil CHANGE Programme Manager, National Nutrition Manager, SHINE Lot 4 (Togdheer) Team Leader, SHINE Lot 3 (Awdal) Team Leader, Finance and Administration Officer, and ultimately all staff in the Somaliland programme office
<b>Salary:</b>	Gross salary and benefits starting at approximately £26,721 annually, depending on experience
<b>Hours:</b>	Full Time
<b>Base:</b>	The post is based in Hargeisa, Somaliland with regular travel to project locations and to Nairobi, Kenya for coordination meetings.
<b>Closing date:</b>	July 1 <sup>st</sup> 2019, midnight UK time
<b>Interview dates:</b>	The week of 8 <sup>th</sup> of July 2019 likely, negotiable
<b>Expected Start Date:</b>	Starting the 1 <sup>st</sup> of August 2019, negotiable

The Job Purpose:

1. **Provides overall management** of the country programme in Somaliland, including monitoring and supervision of project implementations, management of human resources, ensuring good financial and general administration of projects' finances and assets. The Country Director is responsible for the development and management of the country program strategy, planning, organizing, operating, staffing and budgeting, financial and risk management.
2. **Represents HPA in Somaliland** in the promotion of excellent relationships with central and local government departments, international organizations, other NGO's and in-country donors.
3. **Maintains good internal communications** both with the Head of Africa Programmes and the Programme Managers, and the central Health Poverty Action office in London.
4. **Supports programme development and resource mobilisation** for Somaliland and potentially Somalia.

Please send your application form to: [personnel@healthpovertyaction.org](mailto:personnel@healthpovertyaction.org)

Please note that due to a potentially high number of applications, only shortlisted candidates will be notified.

**BACKGROUND**

Spanning almost a quarter of a century, Health Poverty Action’s work has now grown to include programmes in 14 countries across Africa, Asia and Latin America (with more currently in development). We always prioritise the poorest and most marginalised – those neglected by governments and almost everyone else. This has led us to work in some very difficult environments, often providing the only external assistance. Health Poverty Action currently employs about 300 staff worldwide (with the vast majority located in our programme countries), and has an annual turnover of around £17 million.

Health levels and poverty levels are inextricably bound together. Each is both a cause and a consequence of the other. Put positively, this means there is great power in an approach that addresses both of them. Improvements in one yield improvements in the other. This is the approach Health Poverty Action is committed to. It makes health first and foremost not a medical challenge – though that plays its part – but a fundamental issue of justice and human rights.

Our programmes attach a high priority to strengthening health systems. We have helped increase the capacity of staff, buildings, equipment and supplies. We have also supported areas such as immunisation programmes, safe birthing and prevention of life-threatening diseases such as malaria, TB, HIV, diarrhoea and other dangerous infections. Health education initiatives promote safer motherhood, improved sexual and reproductive health, and other aspects of health-seeking behaviour. Health Poverty Action’s programmes also attach great importance to other factors that affect health, such as sexual and gender-based violence, nutrition, water and sanitation, income generation, and other social, economic and environmental determinants of health.

HPA been working in Somaliland since 1994 and has broadcast a radio programme from Hargeisa since 1999 using various international and local radio stations. HPA has, over the years successfully implemented a number of projects supported by the European Commission, DFID/UKAID, UNICEF, WFP, UNFPA, Global Fund and other trusts and foundation including current partnerships/consortia with Population Services International (PSI), Mott Mac Donald and Carita Switzerland and a number of local NGOs.

The Country Director, a top leadership role overseeing all programming issues in Somaliland including programmes development and implementation/management of the country program strategy, planning, organizing, operating, staffing and human resources management, budgeting, financial and risk management, representation, networking and partnerships management.

**Main Functions of Post**

1. Overall management and administration of ongoing programme in Somaliland ensuring good financial and general management of the programme, staff, office and resources.
2. Develops and implements a country strategy which is consistent with HPA’s Strategic Framework, and which includes identification and development of new project initiatives for Somaliland.
3. Represents HPA in Somaliland in the promotion of excellent relationships with central and local government departments, donors, partners, other organizations, and in-country donors. Seeks opportunities to influence policy, raises funds for HPA projects and increases the profile of HPA in Somaliland.
4. Maintains communication with HPA’s Africa Regional Office and Head Office in London on project development, funding, financial matters and social/ economic /political developments in Somaliland that may affect current/future HPA operations.

5. Additional duties of contributing to the development of HPA globally through input into strategic development etc. and undertaking other duties as may reasonably be requested by the line manager.

## **Specific Responsibilities**

### **1. Overall Programme Management and Administration**

#### **Programme Management**

- Line management and support of the Programme Managers/Team Leaders in the development and implementation of annual workplans, outputs and activities as per the projects design.
- Oversee the Programme Managers/ Team Leaders in formulating adequate and timely responses to internal and external influences which affect or have the potential to affect project progress, and report on these changes to the Head of Programmes.
- Ensure that the Somaliland programme is effectively monitored and evaluated, closely oversee the Programme Managers/Team Leaders.
- Report to HPA Regional and London offices on the progress and problems of current HPA projects in Somaliland, and future Projects in accordance with HPA and donor guidelines.

#### **Financial administration**

- Oversight of the Programme Managers/Team Leaders to prepare annual and monthly budgets in accordance with donor contracts.
- Oversight of the preparation and submission of monthly project accounts, ensuring that these comply with HPA's requirements for submission to HPA London.
- Ensure that project expenditure is monitored against budgets, reporting monthly and quarterly on variances.
- Ensure that efficient and secure financial management systems are maintained in the projects and are documented in offices.
- Ensure that all HPA assets are maintained and stored securely.

#### **Human Resources Management**

- Recommend project staffing levels and job descriptions to HPA regional and head offices.
- Develop and maintain Terms and Conditions (TACOs) including human resource policies and procedures for national and international staff in line with the HPA Global Human Resources Policies and Procedures and the Somaliland labour code.
- Oversee all required national staff recruitment, orientation/briefings, training and performance appraisals.
- Provide support and assistance to project staff in emergency situations.
- Promote team-building activities and carry out conflict resolution, as necessary.

### **2. Country Strategy and Programme Development**

- Develop and maintain a detailed understanding of relevant health, social, economic and political developments in Somaliland
- Finalise a country strategy consistent with HPA's global Strategic Framework.
- Identify, recommend and lead in conceptualising new projects for HPA in Somaliland.

- Draft project proposals for submission to donors
- Where appropriate, support the development of national NGOs in Somaliland.
- Seek out and develop partnerships with international and/or national NGOs in Somaliland, where such a partnership will add value to the work of HPA.

### **3. Representation, Coordination, Policy Influencing and Fundraising**

- Develop a funding strategy for current and future projects in Somaliland and possibly Somalia, in consultation with HPA London
- Develop good relationships with the representatives of donors based in Somaliland, and negotiate with them for funding.
- Build strong relationships with donors, government, and other stakeholder to raise the profile of Health Poverty Action in Somaliland.
- Seek opportunities for HPA to influence policy and practice in Somaliland.
- Liaise with central and local government departments, international organisations, and other NGOs, especially those related to the health sector.
- Represent HPA in appropriate national networks in Somaliland and Somalia.
- Represent HPA in Somaliland ensuring all legal requirements are met.

### **4. Communications**

- Maintain communication with HPA London and advise on developments in the health sector, as well as on social, economic and political developments in Somaliland.
- Facilitate good communication between HPA Somaliland staff and project partners.

### **5. Additional duties**

- Contribute to the development of HPA globally through input into strategic development etc.
- Undertake other duties as may reasonably be requested by HPA London

## **PERSON SPECIFICATION**

### **Essential requirements**

At least 5 years experience as a health and/or development manager, preferably in Sub-Saharan Africa

- Bachelors degree in health-related discipline or social sciences
- Significant proven development programmes experience with governments, INGO, NGOs, related to health
- Representational skills, diplomacy and the ability to communicate and negotiate at all levels.
- Experience in managing contracts
- Proven skills in human resource management
- Proven skills in Project Cycle Management
- The ability to think and operate strategically, with strong conceptual and analytical skills
- Proven skills in effective in networking and collaboration with partners and other stakeholders
- Teambuilding and leadership skills - the ability to communicate effectively, motivate individuals and a team, resolve conflict and promote effective working relationships.
- Proven ability to monitor and evaluate field programs and understand the relationship between field and HQ.

- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Positively influence others to achieve results that are in the best interest of the organization.
- Experience with DFID, UN, EU etc. funded programs including related rules and regulations including engaging with key stakeholders in the national and international NGO community.
- Assertive decision-maker - Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Outstanding problem solver - Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Ability to travel field sites to provide on-site leadership to programs.
- Ability to work both independently and on one's own initiative as required.
- Understanding of and commitment to humanitarian principles
- Culturally sensitive
- Ability to work in stressful and unstable areas
- Excellent written and verbal communication skills – with an ability to communicate with tact and diplomacy and to manage conflict.
- Proven skill providing oversight on financial management skills in accounting, budgeting and reporting;
- Computer literacy in Word, Excel, Power Point
- Capacity to be flexible under difficult conditions

### **Desirable**

Experience supervising staff operating in multiple field programs across a sub-Saharan country

- Masters degree in health or health-related discipline or social sciences
- Knowledge and understanding of Africa, particularly the sub-Saharan and Horn of Africa
- Knowledge of procurement systems
- Proven understanding of how international organizations work
- Experience working in the health system
- Experience of working with partners
- Experience of representing an organisation to governments and donors
- Proposal and report writing skills
- Experience of working in Somalia or Somaliland

### **TERMS AND CONDITIONS:**

Salary from 26,721 GBP salary per annum. The benefits package includes:

- 5% of salary lump sum at end of contract in lieu of pension
- £600 living allowance. If you like, you can pay 10\$ day / \$300 month to be catered for in terms of cooking (3 meals a day), cleaning, laundry, kitchenware, other household essentials)
- Free furnished accommodation
- Pre-departure medical clearance and immunizations
- Health insurance coverage
- 25 days annual leave plus up to 12 days of national holidays
- 1 week of Rest & Relaxation leave for every 8 weeks worked. R&R is paid leave
- R&R flights up to \$5,000 per year Plus taxi to and from the airport up to 50\$ each journey

This in an unaccompanied position.

***At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with.***

***Health Poverty Action recognises that all adults and children have equal rights to protection from abuse and exploitation. Health Poverty Action condemns exploitation and inappropriate behaviour, and is committed to taking action for the protection of programme participants. In cases where positions include a high level of safeguarding risk, police checks or local equivalents will be carried out.***

*Thank you for considering working with Health Poverty Action.*