

JOB DESCRIPTION

Job Title:	Country Director (Sudan)
Location:	Khartoum (Sudan) - subject to registration in Sudan
Reporting to:	Head of East Africa
Management responsibility:	Programme Manager, Policy and Advocacy Coordinator; Partnerships and Grants Manager; Finance Officer; MEL Coordinator; any other posts as agreed with the Head of East Africa
Type of position:	International
Grade and Salary:	A competitive INGO salary will be offered plus benefits
Contract terms and hours:	Open subject to availability of funding - 37.5 hours per week

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

Saferworld has been working in Africa since 1997, with a primary focus on East Africa and the Horn region. We have well-established programmes in Kenya, Uganda, Somalia and South Sudan. In addition, we support regional and international conflict prevention and security processes. Our headquarters is in London, with offices in Nairobi, Kampala, Mogadishu and Juba regionally. Saferworld has worked on Sudan peacebuilding issues over the years. While currently we don't have a permanent in-country presence, we are engaging in developing analysis and advocacy on conflict and security issues such as the SDGs and Goal 16 through a range of partners.

Sudan is currently witnessing an amazing yet potentially difficult transition into huge possibilities of a democratic era characterised by a multi-party democratic system which will, by definition, ensure wider realisation of citizenship rights, peace and justice. This transition era encompasses many opportunities, notably the relative opening-up of civic space. However this era also encompasses challenges, including: a) exclusion of conflict areas from current transition processes, b) eruption of violence by militarised elements and non-state, paramilitary actors, c) inheritance of a deeply entrenched corrupt system characterised by a complex web of economic and political relations, and d) marginalisation of youth and women - who were central to the largely peaceful change process – in governance and decision making processes. All of these factors might jeopardise a smooth transition into democracy.

Given the above opportunities and challenges, Saferworld must also review and adapt its current programming approaches and strategic partnerships, as well as current model of operating in order to remain responsive to the context, fit for purpose, and to maximise the impact of our work with partners. Saferworld is therefore urgently seeking a Country Director to oversee the programme during this transition period and beyond.

This position has exciting possibilities for a candidate committed to working with partners on conflict transformation and building peace; has experience of being able to explore connections and work creatively with others; and is ready to meet new challenges and seek solutions that are original and fresh.

Job purpose:

The Country Director will be responsible for further developing Saferworld's programme for Sudan – establishing and deepening strategic partnership with national and international actors working towards a peaceful Sudan and facilitating creative ways to support positive conflict prevention initiatives. The post holder will provide overall project management for current and future initiatives – managing and monitoring programme delivery, attracting appropriate resources, and ensuring financial oversight.

Roles and responsibilities:**1. Strategic Leadership**

- Provide strategic leadership and direction to the team.
- Develop organisational and project strategies and priorities, building on the work done to date and focusing on the areas of participatory community programming; peacebuilding; collaborative and effective partnerships; research and advocacy.
- Lead the Country Team (CT) in deepening Saferworld's analysis and understanding of the Sudan context, and adapt strategies accordingly.
- Lead and manage annual planning, budgeting and strategy review processes. Deliver strong annual plans and budgets that identify and address significant issues in line with Saferworld's organizational strategy and theory of change.
- Contribute to Saferworld's wider organizational strategy development by participating in strategic planning and other cross-organizational learning processes regionally and globally.

2. Build and maintain effective internal and external relationships

The Post Holder will maintain good relationships and regular contacts with relevant authorities of Sudan (including transitional Government); international partners and stakeholders, including Saferworld's donors; civil society organisations that Saferworld works with and/or support based on Saferworld's partnership principles.

Key current priorities:

- Ensure effective management of any formal partnerships between Saferworld and civil society partners.
- Represent Saferworld (remotely or in person) at meetings, co-ordination fora, acting as spokesperson as appropriate.
- Oversee the implementation of advocacy strategies on Sudan and overall programme.

Additionally:

- Identify, develop and cultivate relationships with key strategic stakeholders, ensuring regular engagement and coordination.
- Develop and oversee partnerships based on Saferworld's partnership principles.
- Engage with other Country Directors and Managers to ensure that potential programmatic or operational synergies are maximized.
- Build and maintain strong and collaborative relationships with different Saferworld teams in the region and London in order to achieve the programme vision.

3. Quality, Coherence and Impact

The post holder will manage the overall implementation of programme components in fulfilment of Saferworld's funded programme obligations, including developing new areas of work as relevant. To include:

- Facilitate programme adaptations discussions with the Sudan programme team, and re-align existing funded programmes in light of changes in the context, ensuring a strong strategic direction is maintained.
- Remain updated on the context in Sudan and ensure that the programme remains relevant and responsive to the context.
- With the Head of Region and Sudan programme support group, oversee the development of a programme transition strategy.
- Provide technical expertise and management to programme staff, including the Framework Secretariat, as relevant and/or assist in ensuring that the correct technical expertise is available to programme staff.
- Manage and oversee the effective implementation of Saferworld's Sudan programme.
- Promote internal lesson-learning within the Sudan country team and with other Saferworld teams to ensure effective knowledge sharing on cross-organisational thematic issues, policy research and advocacy, and support functions.

- Ensure the overall monitoring and evaluation of and learning from the programme is systematic, and regular programme reviews and outcome harvesting processes are held.
- Ensure high quality and timely narrative and financial reports for stakeholders

4. People Management

- Build a high performing and motivated team to deliver collectively on the goals of the Sudan programme.
- Ensure the effective implementation of performance management and learning and development plans.
- Manage relevant consultants contracted to produce particular pieces of research and analysis

5. Financial Management

As the overall country programme budget holder, oversee all programme budgets and management accounts, in-line with Saferworld's organisational processes. Ensure all costs (staff, operations, activities, and overheads) are adequately budgeted for and effectively managed.

Key current priorities:

- Manage the country programme budget in line with internal organisational processes - monitor the project budget on a monthly basis in coordination with colleagues to ensure optimum expenditure of funds and timely and accountable financial reporting by partners.
- Ensure timely and accountable financial reporting by project staff and partners.
- Ensure that project staff and partners comply with internal and donor accounting and financial management procedures.
- Manage annual budgeting and forecasting and/or re-alignment of existing programme budgets
- Timely reporting to donors, ensuring donor requirements are met.

Additionally:

- Lead in the country budget development and oversee all programme budgets and management accounts, in-line with Saferworld's organizational processes.
- Ensure effective financial control and compliance with organizational policies and procedures and donor financial regulations.
- Ensure grants are effectively managed according to Saferworld standards and funding protocols, as well as donor requirements.

6. Ensure effective management of Saferworld HR and Operational Plans

- Ensure Saferworld maintains necessary compliance according to the laws and regulations of Sudan.
- Provide line management of key staff and consultants as needed.
- Ensure day-to-day compliance with the Sudan programme's security plan and procedures.
- Ensure the safety and security plans for the Sudan country programme are regularly reviewed and updated, and ensure that all staff fully comply with the policies and procedures contained therein.
- Ensure optimum safety of Saferworld staff, consultants, interns, and volunteers traveling on Saferworld assignments as per agreed standards.
- Maintain a risk analysis, review the risks and update regularly. Ensure risks associated with fraud, bribery, money laundering, safeguarding and reputation of Saferworld are defined, monitored and managed.

7. Fundraising and Donor Relations

Together with the Funding team and the Partnerships and Grants Manager, maintain effective donor relationships for the Sudan programme.

- Engage current and future donors in regular programme discussions, ensuring we feed into donors' strategies.
- Work with the Sudan team to ensure grants are effectively managed according to donor requirements.
- Identify and develop new fundraising opportunities, as appropriate and once current programmes have been re-aligned and are running effectively.

Key working relationships

- Sudan programme support team - working collaboratively, sharing information, and gaining advice from a range of expertise beyond line management channels.
- HR and Operations teams – close working relationship for quality HR management and support with focus on performance management, safeguarding, security, safety and well-being.
- Funding team – close working and collaboration arrangement to ensure proper resourcing of country programme and compliance to contractual obligations with donors;
- Finance teams – keeping close contact in ensuring proper budgeting, budget monitoring, healthy cash flow, compliance and proactive risk management;
- Respective Country Managers/Directors in the Region - working collaboratively, sharing information, identifying opportunities for joint programming, advocacy, mutual support etc.
- Donors and other stakeholders –donor stewardship, developing relationships with key stakeholders in and out of the country, being the key representative of Saferworld in Sudan.

Scope and accountability

Decision making and limits of authority	Key budget holder and providing authorisation according to agreed matrix.
Financial resources	Project budget approx. £2 million per annum.
Other resources	As agreed with the Head of East Africa.
People management	Currently five staff.
Legal, regulatory and compliance responsibility	Ensure that Saferworld in Sudan is in compliant with all legal and statutory requirements including financial regulations, health and safety, labour law, safeguarding requirements etc.

Person specification

Knowledge, qualifications and experience:

- Sound experience at senior management level (preferably at Country Management level or similar), with proven experience managing multi-thematic programmes in development and/or peacebuilding/conflict prevention organizations, and in a conflict-affected and logistically challenging environment, preferably Sudan.
- Proven ability to manage and motivate staff at all levels. Experience of remote line management is desirable.
- Proven ability to undertake and lead strategic planning, programme development, and adaptation.
- Experience of creatively managing and implementing community programming.
- Experience of working in partnership with local organizations, NGOs and other civil society networks.
- Alternatively, experience of building active partnerships with local organizations, and strengthening and working through effective civil society networks.
- Experience of donor liaison and fundraising (including reporting to donors).
- Financial management experience, including overseeing financial procedures, and budget management and monitoring.
- Experience of representing organizations at high level fora.
- Good knowledge of Sudan and/or the region.
- Excellent communication skills.

Desirable requirements:

- Expertise on peacebuilding and conflict prevention.
- Arabic language skills.

Skills and abilities:

- Excellent relationship building and communication skills, including ability to facilitate dialogue and provide advice, guidance and coaching to managers.
- Strong planning and organising skills, including handling complex and conflicting demands and ability to manage change processes.

- Ability to analyse situations and data, identify trends and patterns and produce reports
- Ability to build and motivate teams.

Personal qualities:

- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of Saferworld.

Other requirements:

- Ability and willingness to travel to remote locations.

Application process:

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR team at jobs@saferworld.org.uk (Ref: SCD)

Deadline for applications: 13 January 2020