

COUNTRY DIRECTOR, GUINEA

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United
Purpose 
Beyond aid

United Purpose is a movement of people and organisations that strive to end poverty and inequality across the globe.

We are a leader in community-led development and grassroots innovations. For over 40 years we have worked with frontline activists, community organisations and individuals to support people to gain agency over their own lives – so they can move *beyond aid*.



United Purpose

United Purpose's engagement in Guinea started in 1995, when it set up a small office in Guéckédou Prefecture in the Forest Region to support Sierra Leonean refugees fleeing their country's civil war. For more than seven years UP Guinea played a pivotal role in supporting the refugees in Guinea in humanitarian and emergency assistance. During this time UP Guinea initiated partnerships with local Guinean organisations to extend its operations to support local Guinean host communities in the Forest Region. In 1997 UP Guinea started working with the Organisation Catholique pour la Promotion Humaine (OCPH), the development and humanitarian wing of the Diocese of Kankan, and Secours Rapide Rural (SRR), both of whom are now UP Guinea's longest-running partners.

In 2002 UP Guinea significantly scaled up activities and started to turn its emphasis away from humanitarian response to rehabilitation and sustainable development. From this time programme intervention zones extended to the poorest and most vulnerable communities in Upper and Middle Guinea, while UP Guinea's portfolio of partners also expanded; in 2002 partnerships were initiated with Association Sauvons les Enfants Déshérités (ASED) in Dabola and in 2003 with Ballal Guinée, based in Middle Guinea.

Now working in three natural regions (Middle Guinea; Upper Guinea and the Forest Region) UP Guinea has grown and gained extensive experience in the country and in key domains, and has successfully offered continued technical support and capacity building to its local partner organisations.

During 2013/14 a new major livelihoods project on the Non-Timber Forest Products (NTFPs) sector in Upper Guinea was approved. This offers a significant opportunity for UP to become a leader in this sector in Guinea and also in the two approaches Market Analysis and Development (MA&D) and Making Markets Work for the Poor (M4P). In addition, a new WASH initiative looking to reinforce the local market to supply much needed WASH products at an affordable price, was launched across three prefectures.



Country Director, Guinea

UP's programme in Guinea has a solid foundation and we are looking for an energetic individual to further develop our work across the country. We have recently started two new programmes in water and sanitation, and non-timber forest product market system, and we are looking for an experienced manager to lead our work in these two areas. At the same time we are developing new programmes and seeking new sources of funding and the postholder will need to have significant proven experience in project development and donor fundraising. Working within a motivated team of staff and alongside local partners, the candidate will have several years representational and project management experience, ideally with a livelihoods focus. This post is based in the capital city, Conakry, with frequent travel to rural areas across the country.

Location: Based in Conakry, Guinea, with regular travel to Middle and Upper Guinea (Kankan, Dabola)

Responsible to: Chief Operations Officer

Responsible for: All UP staff in Guinea (approx. 10), direct line management of Programme Support Officer, Finance and Logistics Officer, Project Managers and other project specific staff

Contract type: Permanent

Salary: £22,460 - £31,080

Benefits: Accommodation allowance, insurance, local allowance, annual medical examination, annual flight home, dependent's and school fees allowances.

Job Purpose

The Country Director will provide strategic leadership and management in developing the United Purpose programme in Guinea, particularly in the livelihoods market systems) and WASH sectors. S/he will have responsibility for ensuring that all aspects of the programme are managed effectively, to ensure that United Purpose plays a valuable and influential role in the fight against poverty and the strengthening of civil society. The Country Director will also have proven experience in programme development and fundraising from institutional sources, as this will be the lifeblood of the programme. Given the country context this requires a highly capable and solid 'can do' type of person.



Responsibilities

Strategy

- Proactive contribution to the United Purpose organisational strategy strategic change objectives: Resilient Lives, Better Health and Upholding Rights.
- Leadership and development of the new United Purpose Guinea Country Strategy.

Programme Direction, Management and Development

- To develop the programme based on the existing strategy funding commitments and to carry out structured strategic reviews to respond to changing circumstances.
- To proactively seek new opportunities for funding of projects through in-country and external relationship building with donors and the submission of programme initiatives.
- To ensure continued funding for the programme through well-researched proposal preparation and clear operational plans.
- To ensure that adequate assessments are carried out in accordance with good working practice.
- To ensure systems are in place for monitoring and evaluating the impact of programme activities.
- To prepare reports for donors, both financial and narrative, in accordance with donor requirements.
- To write regular reports as required - including monthly reports for the UK office (e.g. Project Status Summary Reports, Situation Reports).
- To actively communicate and work with local partners and communities on programme development, proposal articulation and report writing.



Responsibilities cont.

- To build and maintain positive and professional relationships with existing and possible new partners and to identify areas for capacity building with partners, such as project cycle management, strategy development, organisational development, human resource management, financial management, governance, etc.
- To ensure MOUs and funding-specific sub-contracts are in place with all partners.
- Drawing on staff and partner strengths to further deepen UP's political, economic and social analysis of the Guinean and sub regional context and their impact on poverty.

Representation

- To ensure that relationships are developed with government and partner agencies at all levels to enable the appropriate development of the programme.
- To represent UP to government, Embassies/Delegations, the UN and other international agencies, donors and partners and other bodies including the media and the public.
- To be cognisant of advocacy opportunities and, following internal discussion and agreement, to develop these as appropriate through the media, government, the UN, international agencies, donors and diplomatic missions in consultation with the UK office.
- To contribute to the promotion of effective co-ordination between United Purpose, Government, UN, NGO and where appropriate, other bodies.



Responsibilities cont.

Staff Management and Development

- To provide leadership and direct line management support to the Project Support Officer, Finance and Administration Manager, Project Managers, and other key staff that may be appointed.
- To encourage staff involvement and commitment to the running of the programme through regular meetings and visits and a participatory team approach to decision making.
- To assist in the design and implementation of the operational structure and staffing requirement for the effective implementation of UP's activities.
- To recruit and induct staff according to in-country guidelines and UP policy, including equal opportunities.
- To ensure the Handbook for national staff is updated on a regular basis.
- To ensure that all staff have well defined and understood contracts and job descriptions.
- To ensure that all staff participate in annual appraisals.
- To identify the training needs of staff and ensure processes are in place to support and encourage appropriate personal and professional development of staff within the context of the organisational objectives.
- To conduct exit interviews for line managed staff before they leave UP.



Responsibilities cont.

Resources and Financial Management

- To outline the resource requirements for the programme and ensure that systems are in place for the effective management of resources in relation to finance, transport, supplies and capital assets, including maintenance of assets register and vehicle logbooks.
- To ensure that effective and secure budgetary control of the programme's finances and expenditures are established and maintained, in line with UP's financial procedures & guidelines.
- To monitor project finances on a monthly basis and liaise with donors if necessary regarding projected under or over-expenditure.
- To provide financial reports on a monthly basis to the UK office.
- To monitor the funds transferred to partner organisations and to ensure partners have adequate financial systems and controls.
- To prepare an annual budget for core costs and identify where funding will come from to cover these expenses in collaboration with the UK office (in regard to in-country, regional and international donors).
- To ensure anti-virus software is installed on all PCs and updated (at least monthly) and that data is systematically backed up (at least weekly).



Responsibilities cont.

Security and Health & Safety

- To maintain an overview of the political and security context, noting how developments may affect programme work. To ensure regular reporting to the UK Office on these matters and authorisation for travel to insecure areas.
- To ensure that robust and effective security and evacuation plans and procedures are in place and regularly reviewed and updated in order to secure the safety of all staff at all times.
- To ensure that the health and safety policy is regularly reviewed and all staff are aware of this policy and follow its guidelines.
- To ensure that security management is considered when selecting areas for programme work.
- To ensure all staff, volunteers and visitors are aware of and follow UP's security procedures.

Other

- To comply with United Purpose's policies and practice with respect to protection of children and vulnerable adults and other relevant policies and procedures.



Person Specification

Qualifications

- Relevant Master's level qualification or similar academic achievement.

Experience

- Minimum of three years overseas experience, some in a project management capacity.
- Proven proposal writing and budget design experience.
- Experience of multiple donor grant management and reporting to major donors.
- Knowledge, experience and appreciation of the dynamics of local NGOs and community based development practices.
- Emergency and security management experience an added advantage.
- Experience in participatory planning and programme design.

Languages

- Fluency in spoken and written English.
- Fluency in spoken and written French.

Person Specification cont.

Key skills and competencies

- Commitment to the fight against poverty and United Purpose's values and mission.
- Commitment to the capacity building of local institutions based on mutual respect and a partnership approach.
- Relevant sector experience in livelihoods, and water and sanitation and disaster risk reduction programming an advantage. It would be a particular advantage to have a proven track record in rural market system development, especially in the implementation of the Making Markets Work for the Poor (M4P) (e.g. Non Timber Forest Products)
- Positive outlook and stand-alone disposition.
- Determined hard worker, capable of rapid and quality turn around on a high workload and multiple tasks.
- Outgoing personality with solid interpersonal and diplomatic skills.
- Self-starter, capable of innovatively developing the programme.
- Adaptable and responsive disposition relative to the demands of the programme.
- Attention to detail and a flexible approach to work.
- Excellent communication and team-working skills, with the ability to build good relations, both internally and externally.
- Proven understanding of financial management.
- Excellent strategic judgement, planning, co-ordination and prioritisation skills.



HOW TO APPLY:

To apply for this role please send your CV, a short covering letter, and our Equal Opportunities form (voluntary) to:

applications@united-purpose.org

by **29 May 2019** quoting 'Country Director, Guinea' in the subject line.

All applications will be acknowledged but only successful candidates will be contacted further.

United Purpose has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.



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