
Position Description

Country Director
Ecuador

Position Title

<input type="checkbox"/>	New
<input checked="" type="checkbox"/>	Revised
<input type="checkbox"/>	No change

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Grade

Department/Country

March, 2017

Incumbent's Name (if applicable)

Date Submitted to HR



Job Summary

*In a brief paragraph, state the position's overall purpose or objective, highlighting the general functions for which the position is responsible. Why does the position exist and what must it accomplish. **IMPORTANT: This section, along with the "Qualifications" section and "Working Conditions" section, will appear in the CARE Job Newsletter, so please describe fully.***

The Country Director (CD) is CARE's legal representative in Ecuador. S/he leads CARE's strategy and operations in that country towards CARE's vision of "a world of hope, tolerance and social justice, where poverty has been eliminated and people live with dignity and security". More specifically, the CD drives for impact that benefits women and girls, address injustice and discrimination, and enhances the lives of poor and vulnerable communities. The CD provides strategic leadership and guidance to the Country Office team and to external partners so as to:-

- ensure that CARE's role in country continuously evolves for maximum impact and relevance to the environment
- position CARE as a partner of choice and an influential voice in reducing poverty and social injustice.

CARE Ecuador has developed a country strategy in 2014 responding not only to the Latina America and Caribbean (LAC) program Strategy and the CARE International (CI) Program Strategy but also to the perceived opportunities for CARE Ecuador's successful development / impact of its Programs / actions in Ecuador.

A prime strategic activity of the CD will be to implement the strategy outlined in a Business plan and to ensure its regular revision, in particular ensuring that CARE's model of presence is congruent /coherent with the Country context.

The CD is responsible for fulfilling the CI approved "Performance Standards of Country Offices", S/he oversees the development, funding and implementation of the Country Office (CO) program portfolio. S/he is responsible for adequate emergency preparedness and manages emergency programming and operations. S/he establishes and sustains productive relationships and political influence with government officials, donors, civil society and strategic partners S/he leads the CO's fundraising strategy and ensures the CO's financial viability. An organizational citizen, s/he contributes to CI's global strategy, shares knowledge and supports the generation of evidence to inform CARE's global programming.

The CD is also accountable for competent operational and risk management, including the proper management, well being and safety of CARE staff and the proper stewardship of CARE's

resources. The CD models and ensures systematic practice of CARE core values - Respect, Integrity, Commitment and Excellence- S/he also promotes Gender Equality and Diversity among CO staff and in the COs program / projects.

The CD models new ways of working and drives the teams toward the CARE 2020 vision, fostering innovation, holistic planning and programming and helping to build effective teams, coalitions and networks. S/he encourages on-going staff development to motivate and strengthen the teams' resilience in the face of change.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, competencies and end results for which the position is accountable (limit responsibilities to five). Include WHY it is done and the impact to the organization. List the responsibilities in the order of importance and state the percentage of time the employee spends on each responsibility during a typical year.

Employees who supervise other regular employees on a continuous basis should have Staff Management as the number one Job Responsibility. Full supervision includes: performance management, hiring, terminating, developing and coaching the employee in the course of his/her duties. The general rule of thumb for percentage of time for management of others is 5% per direct report. Example: If a supervisor has six direct reports then at least 30% of his/her job should be allocated to supervising those employees.

Job Responsibility #1

20%

% of time

STAFF MANAGEMENT

Build a strong, innovative senior leadership team and effectively manage all direct reports.

- Manage direct reports towards high standards of performance through clear roles and responsibilities, on-going feedback and appraisals. Proactively address performance issues through timely constructive feedback and coaching.
- Notice talent and maximize the use of available talent through on-going staff development and career management.
- Prepare successors for senior roles (including CD role) and oversee the recruitment and orientation of new senior staff.
- Foster accountability, leadership, diversity and transparency of operations with the Senior Leadership Team as well as other CO-based advisory and decision-making bodies.

Job Responsibility #2

15%

% of time

STRATEGIC PLANNING

Lead the design, implementation and evolution of the CO strategy in sync with the country and regional context, and in line with the CI vision and mission.

- Develop a high quality and innovative business plan, based on thorough contextual analysis coming from the Country Presence review, and using an inclusive and participatory process. Monitor and revise as required.
 - Ensure proper alignment with CI, CARE USA and regional plans and priorities as well as with CARE's strategic initiatives.
 - Ensure sound understanding of strategy and approaches by all stakeholders.
 - Oversee the development of an Annual Operating Plan (AOP) in line with the CO strategy. Ensure proper implementation and monitoring of the AOP.
 - Oversee periodic analysis of the operating environment and ensure CARE's role and operating model are in line with that environment.
 - Design and lead organizational change processes to leverage opportunities and evolve towards the CARE 2020 vision.
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Job Responsibility #3

15%

% of time

PROGRAM IMPACT AND RELEVANCE

Oversee CO programming to advance CARE's vision and mission, in line with CARE's International Program Strategy. Work in partnerships with others inside and outside of CARE to achieve broad scale impact.

- Ensure staff and systems are in place to guarantee that CO programs are designed and implemented based on sound analysis (including gender analysis), address the underlying causes of poverty and are responding to the CI Program strategy, including the CI Program Indicators.
- Work with senior staff to generate a viable program pipeline in line with CO strategy and lead the development of an appropriate fundraising strategy for those programs. Ensure effective and efficient implementation of all programs and projects.
- Ensure that proper monitoring and evaluation systems are in place to demonstrate impact on Underlying Causes of Poverty including gender inequality and that program lessons are being used and shared for learning and advocacy. Promote continuous learning in the CO.
- Ensure that disaster risk management is integrated into all programs and that an appropriate emergency preparedness plan is updated regularly. Respond to emergencies when they occur and lead operations in line with CI's Humanitarian strategy.
- Ensure the development and implementation of a CO advocacy agenda that supports country office programs as well as link with regional and global priorities

Job Responsibility #4

15%

% of time

RESOURCE MOBILIZATION & OPERATIONS VIABILITY

Direct the mobilization, management and accounting of all resources in the CO in compliance with CARE policies and donor requirements.

- Identify and secure adequate funding for ongoing and future program activities on a timely basis. Ensure good stewardship of the funding, negotiating acceptable terms and conditions.
- Monitor the CO's financial position and ensure the best use of available resources. This includes overseeing the development and review of CO annual budget, proper allocation of shared program costs (cost pools), development of unrestricted requests, review of financial transactions and reports, maximizing cost recovery from restricted grants and follow-up on audit recommendations.
- Ensure that qualified staff and appropriate policies, procedures and systems for finance and other strategic support functions (e.g procurement, transport, inventory, etc.) are in place and functioning throughout the CO.
- Ensure adequate risk analysis and internal controls are in place to protect the CO's assets and to ensure the resources are used in accordance with donor terms and conditions.
- Ensure the CO operations are conducted in accordance with all statutory and tax requirements.

The CD oversees safety and security for all staff and visitors in the CO and upholds CARE International Safety and Security Principles.

- Ensure management structure of CO is proportional to CO income.

Job Responsibility #5

15%

HUMAN RESOURCES

Oversee the management and development of CO human resources to ensure a diverse, skilled and productive workforce. Promote an organizational culture where CARE Core Values are practiced, team work is encouraged and all staff have a clear understanding of their role and contribution.

- Establish a strong Human Resource strategy in line with the CO Strategic Plan and ensure that systems are in place and being properly implemented for recruitment, staff development, performance management and compensation.
- Lead talent management and succession management in the CO through the implementation of a comprehensive leadership development plan.
- Ensure Gender Equality and Diversity policies and processes are in place and monitored.
- Ensure appropriate workplace policies including to ensure fairness and equity are developed and used (e.g. policies related to staff security, to HIV/AIDS, sexual harassment, and sexual exploitation, etc.)
- Actively promote staff wellness by monitoring staff morale and taking action as needed.

% of time

Job Responsibility #6

15%

EXTERNAL RELATIONS, PARTNERSHIPS AND ADVOCACY

Develop and enhance relationships, partnerships and networks between the CO, other parts of CARE and external organizations to maximize CARE's impact on poverty and social justice.

- Proactively analyse the actors who have the potential to contribute to the achievement of the CO program goals within the broader context including government, private sector, donors and foundations, international and local civil society, academic institutions. Establish and actively sustain productive relationships with relevant actors (inside and outside the country).
- Play a key role in identifying issues to be addressed to heighten donor and government accountability and maintain CARE's image and visibility amongst these groups.
- Contribute to national dialogue on poverty reduction strategies and advocate for change in policies and practice in line with program goals. Support and work effectively in coalitions, networks and social movements to achieve broader impact.
- Actively participate in the Regional Leadership Team and ensure that the CO contributes to regional and institutional initiatives/priorities.
- Ensure effective media relations. Act as CARE spokesperson as required.

% of time

Job Responsibility #7

5%

Perform **other duties** as assigned.

% of time

Problem Solving

There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.

Level 3 - The CD is the senior representative in Ecuador and as such is responsible for problem solving at a variety of levels. S/he will need to be able to analyze and react to situations as they arise on a variety of subjects ranging from staff security to programming decisions, to issues related to government and donor relations.

Qualifications (Know-How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

e.g. high school diploma; college degree (specify major/minor); specialty (CPA, Midwife, etc.). Include the following phrase when possible: "or equivalent combination of education and work experience"

Required

- Bachelor's Degree in related field

Desired

- Master's Degree in related field

Experience

Number of months/ years of previous professional experience in a similar position

Required

- 10 + years in senior management position preferably in Ecuador in the Development field and demonstrated track record in managing a growing portfolio, including Humanitarian responses.

Desired

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Technical Skills

Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.:

Required

Strategic and operational Management

- + Demonstrated experience in leading strategic and operational planning
- + Extensive conceptual skills including strategic analysis
- + Demonstrated management skills in a complex setting, including humanitarian.
- + Demonstrated familiarity and understanding of local environment and dynamics of key stakeholder groups and institutions.
- + Demonstrated experience in change management.

People/Relationship Management

- + Demonstrated self-awareness, leadership and interpersonal skills
- + Demonstrated experience in leading teams through change processes
- + Strong human resource management skills including capacity building, coaching and conflict management;
- + Experience supervising and developing a multi-disciplinary team in a cross-cultural setting;
- + Demonstrated interest and ability to give feedback, develop, motivate and lead a diverse team to achieve results;
- + Demonstrated use of positive coping strategies in stressful environments

Financial Management

- + Knowledge and experience with financial management as demonstrated by ability to:
 - Manage a complex budget
 - Effectively follow-up on internal and external audit recommendations
 - Ensure donor compliance and reporting

Information/Knowledge Management

- + Ability to establish a learning culture within the CO and to facilitate knowledge sharing across CARE

External Relationships/Fundraising

- + Experience in successfully managing various forms of partnerships with national and international NGOs, etc.
- + Experience in establishing and maintaining collaborative relationships with donors and government counterparts.
- + Strong representation, influencing, communication and negotiation skills.

Desired

Required: Languages Proficiency in Spanish and English.

Competencies

Given the responsibilities and level of accountability of the position, please list the performance competencies in order of importance. These will be used both for recruitment and performance management.

Respect

Integrity

Diversity

Excellence

Managing vision and purpose

Ethics and values

Strategic agility

Innovation management

Dealing with ambiguity

Political savvy

Building effective teams

Developing direct reports and others

Managerial courage

Negotiating

Managing performance for success

Freedom to Act / Impact

Please select the level of responsibility/contribution:

- PRIME (takes full and total responsibility)
- CONTRIBUTORY (provides support and contributes to the overall success)
- ANCILLARY (provides support but contributes indirectly to the overall success?)

General Accountability

List the types of decisions the jobholder can make without prior approval.

- Proposal development, pursuit of funding opportunities, geographic program areas, CO policies and procedures, etc.

Describe this position's level of autonomy for determining staffing of its area of responsibility.

The CD is responsible for determining staffing levels and composition within his/her CO (in consultation with the RD and STAP for senior level staff)

Financial Accountability

Dollar amount of budget managed

\$2-4 million a year

Dollar amount of signing authority for this position

\$as per policy

Provide detail as to the financial impact and magnitude of this position:

Contacts/Key Relationships

List the primary external and internal relationships, which the employee is expected to maintain. Briefly state the purpose of these interactions (including any significant committee involvement) and title of the contact person/people.

	Position Title	Relationship Purpose
Internal:	Regional Director and RMU staff	
	CI Members	
	Strategic Partners	
External:	Government Officials	
	Donors	

Living Conditions

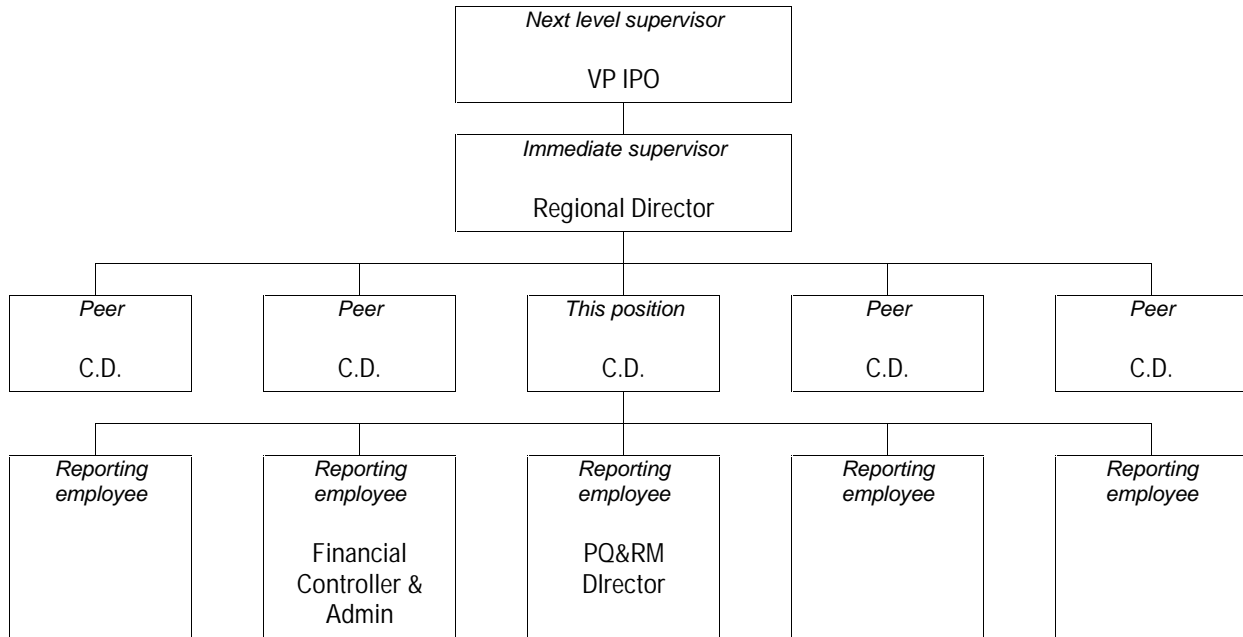
Describe the location of work, expected percentage of travel, special conditions that apply to the position.

Location	Quito, Ecuador
Expected percentage of time traveling	30%
Special Conditions	

(e.g. availability of basic schools/medical facilities, security situation)

This is a LOCAL HIRE. For a national from Ecuador or a long term resident/naturalized Ecuadorian national.

Organization



Supervisor's signature

Date

Next-level Supervisor's signature

Date

Regional Coordinator's signature

Date

Please be sure to complete this position description in its entirety. Incomplete descriptions delay posting and grading. Submit all jobs to the regional coordinator by Monday of each week for posting or grading.