



## HR firm

SPECIALIST OF THE HUMANITARIAN SECTOR

IS RECRUITING ON BEHALF OF



## Concern Worldwide

# A COUNTRY DIRECTOR- CENTRAL AFRICAN REPUBLIC

Do you want to take part in an organization promoting key cross-cutting approaches across programmes with a focus on gender approach?

Your negotiating skills and your ability to build the capacities of your team made your professional reputation ? Working in complex security environments is a driving force for you?

## THIS JOB IS FOR YOU!

Contract duration 2 years (negotiable)

Duty station Bangui

Minimum experience 3/5 years in a senior position

Date of start ASAP

Deadline to apply 14.07.2022

## About Concern Worldwide

Founded in Ireland in 1968, Concern Worldwide is Ireland's leading international humanitarian organization with headquarters in Dublin, London, New-York and Seoul.

Our mission is to permanently transform the lives of people living in extreme poverty by addressing its root causes and building their resilience.



Concern has supported, through more than 4,600 professionals from 50 countries, more than 24 million people in 25 of the poorest and most vulnerable countries to reduce poverty and hunger, thanks to an overall budget of approximately 220 million euros. Concern's main areas of work around the world are: livelihoods/food security/health/nutrition/education/emergency actions.

We attach great importance to the issue of promoting and strengthening equality. We include vulnerable groups in the development and implementation of our activities, so that men and women of all ages can participate according to their needs and abilities. Our gender approach seeks to promote gender equality and combat gender-based violence within communities and in our teams.

We give maximum priority to the opportunities and professional development.

## Context of the position in Central African Republic

Concern has been operating in Central African Republic (CAR) since 2014 and is currently working in the sectors of health, nutrition, WASH, food security & livelihoods as well as conflict resolution, DRR and gender equality across four prefectures. Concern is part of a consortium of European NGOs working on economic development and recovery in the East. Concern has secured long term funding to implement an integrated development programme to address the problem of extreme poverty and vulnerability in the Centre (Ombella M'Poko, Lobaye) and carries out humanitarian programming in the East (Ouaka, basse-Kotto).

Within this dynamic environment, expanding teams and increasing portfolio of programmes and donors will be the key priorities of the assignment.

# Your main responsibilities

You hierarchically supervise a team of six people (6), including the senior team management (systems director, country finance manager, programme director), the compliance and internal manager and two (2) area coordinators.

**Under the direct supervision of the regional director based in Dublin, the country director represents the organization and is responsible for the planning, management and implementation of the country program on the basis of defined strategies and indications.**

## **Mission 1. Provide leadership & strategic direction**

- Leading the Senior & Country Management Teams and ensuring participative decision-making processes;
- Leading by example and supporting the Concern team to achieve organisational outcomes;
- Ensuring staff capacity, organisational structures and programme approaches are fit for purpose and able to effectively deliver strategic organisational goals;
- Engaging with major organisational advocacy issues, providing support and leadership for key strategic campaigns.

## **Mission 2. Risk Management & Accountability**

- Ensuring optimal use of financial resources, managed in a transparent and accountable manner, consistent with Concern's and donor policies, systems and procedures, delivering quality results and demonstrating value for money;
- Responding robustly to any suspicions or reports of fraud, safeguarding or code of conduct abuses or other misdemeanours, and adhering to Concern's policy and procedures on investigations;
- Ensuring Concern complies with all relevant national legal and administrative requirements;
- Identifying all risks and implementing mitigating measures in conjunction with the Senior Management Team;
- Ensuring a functioning Complaints Response Mechanism within all programmes and offices.

## **Mission 3. Security management**

- Ensuring all staff are aware of and adhere to the security management plan and security procedures;
- Establishing and maintaining effective security management systems to meet agreed standards.

## **Mission 4. Programme Development & Implementation**

- Ensuring adequate financial resources for continual programming in country, and engaging actively with in-country and regional donors;

- Supporting the Programme Director to ensure programmes are designed, implemented, monitored and evaluated in line with Concern Worldwide policies, incorporating a results-based management approach;
- Enabling an organisational culture that supports effective learning, sharing and continual improvement of programme quality.

### **Mission 5. Support Systems & People Management**

- Supporting and guiding the Systems Director and Country Financial Manager to ensure effective and efficient HR, administrative, logistical and financial support is provided to staff and programmes of Concern Worldwide;
- Supporting the Country Financial Manager in budget preparation, revision and monitoring; ensuring that budget holders actively manage their budgets and prepare accurate budgets in line with the annual plan;
- Ensuring that Concern's IT systems provide efficient and effective communication and data management for the organisation, linking with Concern Worldwide systems;
- Supporting and guiding the Systems Director and HR personnel to ensure there are competent and empowered human resources, in a fair, diverse and efficient workplace;
- Ensuring the National HR Manual and HR policies are in line with organisational and national legal requirements and all staff are aware of and comply with these;
- Undertaking initiatives to ensure a good working environment and team spirit so Concern is perceived as an employer of choice for national and international staff;
- Ensuring job requisitions are prepared on a timely basis for international positions;
- Ensuring staff Performance and Development Review's (PDRs) are undertaken for all staff with appropriate training, development and career opportunities identified and budgeted.

### **Mission 6. Representation & Networking**

- Creating a strong and visible profile for the organisation, as a leading actor in the fight against poverty and the implementation of resilience programming;
- Communicating information regarding Concern and its programme at National level to Government, Donors and INGOs, alliances and networks across a range of fora;
- Engaging appropriately with the media to ensure that Concern's values, vision and programmes are highlighted;
- Representing Concern Worldwide in strategic national and international meetings;
- Ensuring relationships and formal agreements with the government are maintained and updated.

# Your profile

## TECHNICAL SKILLS/KNOW HOW

- Ability to adopt a balanced vision between programmatic issues and systems
- Knowledge and experience of incorporating key cross-cutting approaches across programmes
- Ability to provide strategic oversight to systems and finance functions, including knowledge of donor compliance
- **Proven competences in negotiations and advocacy**
- **Proven competence in risk management and safeguarding and control of related mechanisms**
- Computer literate and good knowledge of Microsoft suite
- **Fluency in English and French with excellent verbal and written communication skills**

## EDUCATIONAL BACKGROUND

- University degree in social sciences, political sciences, international relations, humanitarian and international cooperation or related field

## SOFT SKILLS

- Confidently able to deal with authorities and donors
- Confidently able to engage and represent Concern at public fora, media
- **Excellent teambuilding and mentoring skills**
- Good management of time and priorities
- Good stress management skills : ability to work under pressure and strict deadlines
- Flexible, honest and reliable
- Culturally sensitive and empathetic to others
- Empathy with Concern's mission, vision and goals and with our target group

## PROFESSIONAL EXPERIENCES

- **At least 3/5 years in a senior position with an international NGO**
- Previous work in a similar context
- Proven experience in working with major international donors and securing external donor funding
- **Proven experience in management of a diverse team of senior staffs**
- Proven experience in management of diverse and multi-sectoral programmes

## Details of the conditions

DUTY SATION	Bangui with frequent travel to the field
STARTING DATE	ASAP
CONTRACT DURATION	Fixed term contract of 24 months (negotiable)
INDICATIVE SALARY	58646-65162 euros annual gross salary
EXPATRIATE PACKAGE	Accommodation: apartment in a compound Unaccompanied position Return ticket to the mission Hardship allowance + expensive country allowance R&R policy every 11 weeks of continued work in the field, up to 2 R&R per year+ R&R allowance 30 annual day leaves/year+ 12 days (public holidays) Concern is covering the expenses for visa, travels, health/life insurance, medical certificate/vaccines prior to departure

### LOOKS LIKE YOU?

Send your application (CV in English + cover letter in French) with the reference « CONCERN/CD/CAR » at: [recrutement@humanitalents.com](mailto:recrutement@humanitalents.com) before **the 14 th of July 2022\***.

*\*Humanitalents reserves the right to process applications before the closing date mentioned above*

*\* Only candidates with valid travel documents are allowed to apply*

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