

**Job Title:** Country Director / Chief of Party

**Location:** Pretoria

**Employment type:** Fixed term contract

**Reporting to:** IRD SA Board of Directors

**Interactive Research and Development South Africa (IRD SA NPC)** is a South African Section 21 not-for-profit entity and an affiliate of Interactive Research and Development Global (IRD Global), and has fully operational offices in Johannesburg, Pretoria (Gauteng) and in Durban (KwaZulu-Natal), Cape Winelands.

**Position Summary**

The Country Director (CD) /Chief of Party (CoP) will provide strategic leadership, programme integration, representation, and operational management to IRD SA NPC programmes in line with organisation’s mission, vision and strategy. The role will also oversee the Programme Team and work closely with others in the wider IRD network partner and IRD Global Affiliates. This includes the participation with IRD Senior Leadership team, working across functional teams to contribute to IRD’s overall effectiveness including the contribution to IRD’s overall impact through participating in various IRD Forums, platforms and initiatives. Act as CoP for USAID TB LON Project by to providing program direction, leadership, and liaison with USAID.

**Main duties and responsibilities**

1. **Core Responsibilities as Country Director:**
* Serve as IRD’s representative with stakeholders like donors, clients, Government agencies and related ministries, and multinationals, technical agencies and other participating organizations, as required.
* Identify, assess, and communicate to project managers regarding country funding opportunities for additional grants. Similarly, to take the lead in responding to changes in the operating environment promptly and reporting risks relating to programs.
* Provide full support to the operations.
* Ensure consistent, effective and timely response to donor(s) and other key stakeholder(s) inquiries and concerns.
* Periodically monitor and review all country projects including those being implemented in partnership.
* Ensure high quality, within-budget, and on-time delivery of interim and final results agreed upon with the donor.
* Represent IRD at forums, platforms and institutions on regular and on need basis like monthly manager’s meeting, Board meetings etc. briefing about technical/program activities.

In collaboration with donors, partners and key stakeholders (including the Department of Health), periodically evaluate progress towards the completion of Project deliverables to verify alignment with strategic directions and defined targets.

**Relating to Finance**

* Ensure that each program’s financial controls and systems comply with generally accepted accounting practices that meet donor standards. Consult the finance team in incorporating financial numbers in proposals.
* The CD is responsible to ensure program’s financial and KPIs are achieved based on agreed quarterly/annual targets.
* Support and control of expenditure and disbursement of resources; in accordance with established procedures and maintain the financial and legal integrity.
* Provide approval for releasing payments against program’s approved budgets and expenses. Monitor budgets and controls costs based on sound financial & accounting principles, IRD SA guidelines, and donor requirements, all executions in line with approved Financial Authority matrix.
* Facilitate IRD and project audit(s), as per defined requirements

**Relating to Human Resources**

* Ensure all HR policies and procedures are implemented in all program teams.
* Ensure development of technical staff as per Human Resource (HR) policies and specific guidelines and

**Relating to Administration**

* Ensure safe and healthy work environment remains maintained for staff members.
* Support staff at all levels to ensure smooth flow of information and get program related activities performed as per set standards.
* Adhere to policies relating to admin, travel, transport, procurement, IT etc.
1. **USAID TB LON Chief of Party (CoP)**
* Provide project leadership, direction, and technical expertise to drive vision and purpose throughout the entire program across the various program stakeholders and in accordance with the project agreement.
* Serve as a the point - of - contact for IRD South Africa TB LON Project USAID obligations.
* Ensure clear guidance and direction to the team to ensure project target and USAID obligations are met.
* Oversee programmatic, financial, and administrative aspects of the program ensuring identification of program risk and performance issues in timely manner while adhering to USAID rules and regulations.
* Report to USAID through formal and informal debriefings, annual and semi-annual reports.
* Monitor field implementation and ensure activities meet the committed targets.

**Skills, experience & knowledge**

Strong strategic leadership and managerial skills to co-ordinate the IRD SA NPC programme team to deliver on IRD SA NPC strategic objectives.

* Comprehensive knowledge and experience of development programs, advocacy and campaigning and humanitarian programmes.
* Knowledge of capacity building, learning and development activities and how to create a learning and sharing environment with a strong knowledge management philosophy.
* Influencing experience and ability to develop networks and build alliances.

**Qualifications**

* **Education:** Masters Degree in Public Health, Health management or a related discipline or clinical degree in Medicine.
* **Experience:** 15+ years of project or program management experience, including implementing multiple projects. USAID experience preferred.
* **Technical proficiency:** Advanced proficiency work Microsoft Office products, including Word, Outlook, PowerPoint and Excel. Advanced proficiency with electronic project management systems and tools.
* **Competencies**: Ability to communicate effectively verbally and in writing, including conveying technical information to technical and non-technical users. Ability to establish and maintain working relationships with internal/external business partners. Ability to evaluate process effectiveness and develop change or alternatives. Ability to prepare, monitor and administer budgets, as well as the ability to perform financial analysis. Ability to function effectively with, or as part of a team. Ability to mentor, coach, train and/or supervise employees. Ability to effectively manage projects that may vary in nature and scope. Ability to align with the organizational strategy and have the ability to shift and adjust to changes. Ability to provide subject matter expertise, counsel and effectively influence others at various levels within the organization. Knowledge of and ability to apply the concepts, principles and practices of change management.

Interested candidates must send a motivation letter highlighting your suitability to the role and an updated CV with contact details of three work-related referees to annelie@maraisbutton.co.za

Contact will only be made with shortlisted candidates.

***IRD SA is an equal opportunity employer***