

Country Director **Job n.°005**

The Country Director will serve as the in-country representative for University of California/Global Programs. The Country Director will manage, lead, direct, and support the University of California, San Francisco (UCSF) affiliated international NGO, Global Programs for Research & Training (Global Programs), according to the vision of the Global Programs Board of Directors and in line with established policies. The Country Director has the overall responsibility for strategic leadership to achieve the organizational vision, mission, and objectives. The Country Director will work closely with the faculty of UCSF to obtain funding and ensure compliance to Mozambique laws and regulations.

Location: Maputo - With travel inside and outside the country.

Roles and Responsibilities

- Overall oversight of all programmatic, fiduciary, and operational functions of Global Programs to maintain financial and legal integrity.
- In country representative of Global Programs with Mozambique government, donors, and partner organizations, including in-country staff for CDC's Division of Global HIV & TB.
- Implement the vision of the Board of Directors (BOD), by working with senior management, staff, and partners.
- Actively steward, implement, and monitor compliance with the Global Programs policies and procedures.
- Responsible for government (MOH and DSCM) and donor compliance requirements.
- Maintain regular communication with the University of California, San Francisco, the Board of Directors and other affiliated organizations.
- Develop and maintain strong relationships with Country Directors from other international NGOs.
- Work closely with management and partners to ensure appropriate levels of funding and resources to implement programs and research grants.
- Oversee and coordinate the program portfolio to ensure the highest level of program quality and accountability, while fostering sustainability through building local capacity.
- Responsibility for overall program monitoring and evaluation. Support field offices and coordinate program reviews and evaluations and follow up implementation of evaluation findings.
- Respond to calls for proposals and coordinate proposal development and submission in concert with the objectives of the BOD.
- Liaise with donors for visits, meetings, and program reviews.
- Ensure effective grants management systems are established and ensure compliance.
- Ensure that adequate internal control mechanisms are in place in accordance with established procedures including audit.
- Responsible for the submission of quality progress and financial reports as required by the donors.
- Responsible for staff recruitment and retention.
- Ensure that all employment packages are consistent with local practices and labor laws.
- Identify and lead staff professional development initiatives at the individual and group levels.
- Build technical expertise in-country responsive to locally identified needs.
- Develop and maintain appropriate contingency plans for all kinds of emergencies.

Qualifications and Experience Required:

- Master's degree in public health administration or related field required. PhD or MD in public health, epidemiology, administration, or related field is preferred.
- 12 years' experience in research, training, and/or healthcare management organization, with at least 10 years in senior management.
- Experience working with international NGOs administering public health programs, specifically in grants management, budget management, and donor reporting.
- Demonstrated experience developing strong partnerships with government partners, donors, and collaborating institutions.
- Proven experience in fundraising with a focus on donor diversification.
- Experience in the management of US federal awards issued by agencies such as the Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH), as well as other donors.
- Ten years of complex supervisory experience.
- Fluency in written and oral Portuguese and English required.

Skills and Attributes:

- Personal integrity, confidentiality, and transparency with the Global Programs Board of Directors.
- Demonstrated leadership skills including the ability to motivate staff and build strong teams.
- Diplomacy and tact.
- Excellent conceptual, analytical, documentation, and presentation skills.
- Excellent verbal and written communication skills, including report writing and communication with high-level stakeholders, the Global Programs Board of Directors, partners, and funders.
- Strong people and financial management skills.
- Ability to manage multidisciplinary, multicultural, and multilingual teams.
- Willingness and ability to travel nationally and internationally.
- Proficient in computer usage for business including Microsoft Office Suite, email, and electronic HR systems.

Interested candidates are invited to submit a letter of application stating the number of the vacancy along with the CV in Portuguese and English by August 10, 2017 of the current year, by the e-mail HR.Mozambique@ucglobalprograms.org. The CVs delivered personally will not be considered.

NB: Only the selected candidates will be contacted.