

<b>Job Title:</b>	Country Director Pakistan
<b>Department:</b>	International Development Programmes
<b>Location:</b>	Islamabad, Pakistan
<b>Reports to:</b>	Regional Programmes Manager
<b>Line Management responsibility:</b>	Country Office Pakistan Staff
<b>Budgetary Responsibility:</b>	TBC
<b>Child Safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

The Country Director will provide dynamic leadership and management to develop and deliver Muslim Aid 's strategy in Pakistan, with a focus on leading and building a high-performing, diverse team and developing strong relationships with external stakeholders that are critical to the organisation's growth and reputation in the country.

**Key Accountabilities:**

**Leadership, Representation and Accountability**

1. To ensure the country office's programme strategy is responding to the country's critical development and humanitarian needs, and is also aligned to organisation's global strategy, mission and values.
2. To enhance Muslim Aid's reputation and brand through maintaining positive relationships with other stakeholders, including government, donors, UN bodies, other INGOs, and local NGOs.
3. To represent Muslim Aid externally and internally, and to communicate Muslim Aid's work in Pakistan externally and internally.
4. To manage, develop and empower country staff. To take responsibility for the country office's strategic framework, agreed annual plans, budgets and defined delegations of authority.
5. To influence external stakeholders with messages linked to the organisation's global and in-country strategy
6. To ensure high quality MEAL and time for reflection, and that learning is integrated into all activities and best practice shared both within the country office and across the organisation.

**Programme Development**

1. To ensure that adequate assessments are carried out in accordance with good working practice.
2. To ensure a comprehensive monitoring, evaluation and lessons learning system is being managed and in place.

3. To build and maintain positive and professional relationships with existing and potential partners.
4. To identify areas for capacity building with partners such as, organisational management, gender mainstreaming, human resource management, financial management, governance, etc.
5. To support operational activities of programme staff and provide strategic input to solve problems and resolve conflict.
6. To ensure CHS (Core Humanitarian Standard) principles of accountability and transparency are implemented and understood by all staff, and that all programmes are implemented with full participation of beneficiaries
7. To ensure reports for donors, both financial and narrative, in accordance with donor requirements are submitted to the highest standard.
8. To actively communicate and work with local partners and communities on programme development, proposal articulation and report writing.
9. To maintain a regional brief regarding developments in surrounding countries and to participate in regional forums and meetings in line with Muslim Aid's regional plans.
10. To ensure that relationships are developed with government and partner agencies at all levels to enable the appropriate development of the programme.

### **Management, Support and Development**

1. To line manage the country team and the work in the country which will include staff, budgets, funding (both institutional and local) and ensure programme delivery in accordance with Muslim Aid policies and procedures.
2. To encourage staff involvement and commitment to the running of the programmes through regular meetings and visits, and a participatory team approach to decision making.
3. To assist in the design and implementation of the operational structure and staffing requirements for the effective implementation of Muslim Aid's activities.
4. To effectively manage a portfolio consisting of multiple projects.
5. Provide regular one to ones to the relevant employees, ensuring that you adhere to MA's annual appraisal "PACE" framework.
6. Ensuring that relevant employees are set with annual SMART objectives and making sure that you are aware of your SMART objectives from your line manager.
7. To ensure that quality staff are recruited, inducted and retained in accordance with in-country guidelines and Muslim Aid policy and procedures.
8. To ensure all policies, guidance notes and procedures including handbook for national staff are updated and implemented on a regular basis.
9. To ensure that all staff have well defined and understood contracts and job descriptions.
10. To be responsible for Talent management and development of Muslim Aid staff.

### **Resources and Financial Management**

1. 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 staff vehicles.
2. To ensure that effective and secure budgetary control of the programmes' finances and expenditures are established and maintained, in line with Muslim Aid's financial procedures guidelines.
3. To prepare an annual budget for core costs and identify funding to cover costs in collaboration with the HQ.

### **Audit**

1. To ensure that the Statutory Accounts of the office are annually audited by an external auditor appointed for a fixed term in consultation with the HQ.

2. Ensure and facilitate successful audits of any donor funded programme which is audited by external auditors of donor agencies in consultation with the HQ.
3. To support the internal audit function in the office through the HQ internal auditor.

### **Risk Management**

1. To ensure that there is an adequate analysis of the risks which could impact on Muslim Aid's operations in Pakistan and to evaluate the risk appetite of the Pakistan Country Office.
2. To ensure the development of a clear Risk Statement for the Pakistan Country Office identifying risks specific to achieving Muslim Aid's objectives and the likelihood of such risks impacting on the work of Muslim Aid.
3. To confirm effective controls are put in place and timely action is taken to mitigate the risks.

### **Security**

1. Maintain an overview of the political and security context, noting how developments may affect programme work, and ensure regular reporting to the UK office on these matters.
2. To ensure that robust and effective security and evacuation plans and procedures are always in place and regularly reviewed and updated in order to secure the safety of all staff .
3. To ensure that the Pakistan County Office security manual is developed and updated regularly in accordance with the security situation in the country and in different regions of the country.
4. To ensure that safety and emergency procedures are established and that all staff are fully orientated with these and it is implemented effectively.

### **Health & Safety**

1. To ensure that the health and safety policy is regularly reviewed and all staff are aware of this policy and follow its guidelines.

### **Fundraising**

1. Proactively seek new opportunities for funding of projects through in-country and external relationship building with stakeholders including the bilateral and multilateral development partners and the submission of self-sustainable programme initiatives.
2. To secure funding in order to enable programme growth and sustainability.
3. To seek new funding opportunities through in-country and external relationship building including with bilateral and multilateral development partners, embassies and high net individuals
4. To ensure new funding agreements which place an obligation on Muslim Aid to provide goods, services or cash are approved by HQ before these are signed.

### **Information and Publicity**

1. Ensure MA's projects and programmes are appropriately publicised to donors, beneficiaries and national and international stakeholders, using electronic and print media, direct networking and organisation of workshops and briefing sessions.
2. Counter any negative publicity against MA in the media and liaise with HQ.
3. Facilitate and provide Reviews, reports, documents, including video documentaries and Muslim Aid website.
4. Manage external communications in collaboration with the HQ in London.

**Other**

1. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
2. To comply with all policies, procedures, legal and regulatory requirements.
3. Any other duties commensurate with the accountabilities of the post.

**Continue to next page for the Person Specification**

Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Relevant Masters level qualification or similar academic achievement	Essential	Application
<b>Experience &amp; Knowledge:</b>		
Proven experience working internationally in development and/or humanitarian sector	Essential	Application and Interview
Previous experience working in Pakistan	Desirable	Application and Interview
Proven experience in a project or programme management capacity	Essential	Application and Interview
Proven experience of managing, leading and developing people, including distance management	Essential	Application and Interview
Experience of collating analysis of conflict and or development context	Essential	Application and Interview
Proven experience of programme design, development and implementation	Essential	Application and Interview
Experience of multiple donor grant management and reporting to major donors	Essential	Application and Interview
Knowledge, experience and appreciation of the dynamics of local NGO's and community based development practices	Essential	Application and Interview
Experience of networking with key stakeholders particularly for fundraising and advocacy	Essential	Application and Interview
Proven experience in monitoring and evaluation of programmes; use of quantitative and qualitative research data collection in support of programme development	Essential	Application and Interview
Experience of working on emergency or disaster preparedness programmes	Desirable	Application and Interview
Experience of livelihoods, health and education projects	Desirable	Application and Interview
Experience of policy, advocacy and communication work	Desirable	Application and Interview
Experience of managing security, risk and legal compliance with an INGO sector	Essential	Application and Interview
Knowledge of development programme design	Essential	Application and Interview
Working knowledge of Microsoft Word, Excel, etc	Desirable	Application and Interview
Knowledge of CHS standard 2010 and DEC accountability Framework	Essential	Application and Interview
Knowledge and understanding of the voluntary sector	Essential	Application and Interview
Awareness of the NGO / Red Cross / Crescent Code of Conduct	Desirable	Interview
Proven understanding of financial management	Essential	Interview
<b>Skills &amp; Abilities:</b>		
Excellent written and oral communication skills in English.	Essential	Application and Interview
Tact and diplomacy skills.	Essential	Interview

Outgoing personality with solid interpersonal skills.	Essential	Interview
Excellent communication and team working skills, with the ability to build good relations both internally and externally.	Essential	Application and Interview
Excellent strategic, judgment, planning, co-ordination and prioritisation skills.	Essential	Application and Interview
Ability to work in a systematic and methodical manner.	Essential	Application and Interview
Determined hard worker, capable of rapid and quality turn around on a high workload and multiple tasks.	Essential	Application and Interview
Self-starter, capable of innovatively developing the programme.	Essential	Application and Interview
Adaptable and responsive disposition relative to the demands and development of the programme.	Essential	Application and Interview
Attention to detail and a flexible approach to work.	Essential	Application and Interview
Ability to work on own initiative.	Essential	Application and Interview
Ability to work under pressure to tight headline and adapt to change.	Essential	Application and Interview
Able to anticipate and manage risks that could threaten the organisations reputation, operational viability and security.	Essential	Application and Interview
Willingness to travel extensively with short notice.	Desirable	Application and Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

Please signify your acceptance of this job description by signing below and returning a copy to HR

<b>Employee signature:</b>		<b>Employee Name:</b>		<b>Date:</b>	
<b>Line Manager signature:</b>		<b>Line Manager Name:</b>		<b>Date:</b>	

You will display the competencies below :

<b>Competencies</b>	<b>Definition</b>
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.