

JOB PROFILE

Job Title: Country Director

A. Scope of the Role

This is a senior leadership position the scope of which will vary depending on the scale of the country programme. This position is the most senior position in a geographical location and will have final accountability for the activities in that location. The Country Director is usually responsible to a Director based in another geographical location: either in a regional office or headquarters.

The job function covers strategic, programmatic and operational areas: the post holder will be responsible for setting the strategy in line with organisational strategy and mandate, overseeing the work of the programme teams and overseeing the work of the operational teams including the HR, finance, logistics, security and facilities functions.

The post holder is unlikely to require a technical speciality unless the country programme has a particular, restricted focus however they may require a broad understanding of the key issues in each of the technical areas in which programmatic work is undertaken. The post holder will require a broad range of functional skills related to leadership and management and will be required to have a mix of outward- and inward-facing skills. The post is usually considered to be an international post.

B. Connected Roles

Managed by	Head of Programmes, Regional Director, International Director, Head of Operations.
Managing	Programme Managers, Advisors, Operational Managers (Finance Manager, HR Manager, Security Manager, Facilities Manager).
Variations	Head of Mission.

C. Skills and Competencies

The post holder will be competent at level 7 of the HAQF. They have a highly specialised understanding of humanitarian action and the ability to develop new knowledge and procedures as a senior professional or expert. They provide tactical and strategic leadership in insecure situations.

They will display a range of level 7 characteristics from the HAQF profiles including:

- Humanitarian commitment: has specialised problem-solving skills to apply humanitarian principles and standards in an innovative manner in order to operate strategically and takes responsibility for specifying clear ethical standards, actively promoting dialogue and reflection about diversity;
- Context analysis and reflection: has specialised skills for conceptualising, interpreting and analysing data, information and experience from a variety of sources in order to develop new interdisciplinary knowledge and procedures to solve complex problems; manages humanitarian contexts that are complex, unpredictable and require new strategic approaches;
- Leadership: has highly specialised and interdisciplinary knowledge of trends in the humanitarian sector and the ability to define and adapt strategic plans and objectives for the medium term taking into account trends from an overall perspective; has a range of coaching and management skills to facilitate acceptance of strategic decisions and organisational goals and values;
- Collaborative relationships: has the ability to cultivate relationships of respect and confidence and integrate the consideration of different opinions into their interactions; engages and motivates people to work as a team or in partnership by involving them in the different levels of decision-making;
- Service to crisis-affected people: highly specialised knowledge and conceptualised understanding of the needs and rights of crisis-affected people and the range of humanitarian intervention measures to meet them in order to improve the impact of interventions.

Humanitarian Competencies

C. Skills and Competencies cont.

Functional Competencies

A Country Director requires competencies in the following areas:

- Portfolio management including strategic thinking, organisational and portfolio development and management
- Programme management including development and design
- Project management including issue and risk management and problem solving
- People management
- Fundraising and resource management including proposal development
- Financial and budget management
- Stakeholder management including donor engagement
- Communication including representation and networking, interpersonal and intercultural skills
- Capacity building and specifically coaching and mentoring.

Thematic Competencies

Country Director posts do not usually have a technical focus although they may require a basic knowledge of key issues across a range of thematic areas.

D. Qualifications and Experience

Previous Experience

Extensive experience is required: the post frequently requires 8-10 years of professional experience.

Qualifications

The post most often requires an academic qualification at level 7 (for example Masters) in a related field.

E. Contextual or Organisational Specific Requirements

Specific organisations or contexts might require additional competencies or experience which may include:

- *Organisation specific knowledge and experience*
- *Organisational value set*
- *Languages*
- *Country specific knowledge.*

F. Additional Skills or Requirements

Some roles may have additional skills or requirements listed which may include:

- *IT and computer skills are usually an essential requirement*
- *Ability and willingness to travel is essential for this post*
- *Driving license may be required although less commonly.*