

## TERMS OF REFERENCE



*Reduzindo as mortes e o sofrimento por doenças tropicais*

### Country Director Angola

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The MENTOR Initiative (MENTOR) works in partnership with the Government of Angola, through the Ministry of Health, supporting the implementation of the Neglected Tropical Diseases (NTDs) and Malaria programmes.

MENTOR currently focuses mainly on 7 provinces: Huambo, Uige, Zaire, Bengo, Kwanza Sul, Bié and Cuando Cubango provinces. There is a residential base in the capital Luanda.

**Place of Service:** Angola. The position is currently based mainly in Luanda with frequent travel to Huambo and other provinces of Angola, Some International travel to represent MENTOR may also be required.

**Reports to:** Angola HQ Program Manager & Grants Manager

**Responsible for line management of:** All staff in the MENTOR Angola program.

#### **Responsibilities and Tasks**

The Country Director (CD) is required to assist the MENTOR Initiative in the overall implementation of the project in Angola. Key to this is ensuring that programme objectives are fully achieved in a timely manner, whilst concurrently identifying needs, opportunities and informing strategic and operational response.

The CD will lead in-country organisational representation providing leadership overall responsibility for the management of all fundraising financial and grant management, human resource management, technical program support and logistics support.

He/she will coordinate the different programs in order to ensure consistent levels of high quality delivery, accountability and transparency across them all. He/she will directly supervise and support the MENTOR Initiative senior staff in the country, working closely with Admin/Fin Coordinator and the NTD and Malaria Senior Coordinators to provide solid management support to all programmes.

The main responsibilities of this post include the following:

### 1 Representation

- Develop and maintain effective positive working relationship with Angolan Government representatives and relevant Ministries, at national, provincial and municipal levels.
- Foster a positive working relationship with the Ministry of Health both nationally and locally, working effectively with the main partners principally the National Malaria Control Program and the National Neglected Tropical Diseases Control Program.
- Actively maintain and build good working relationships with partners, donors and all key stakeholders including other NGOs and international organizations. Participate in forums and share good practice, identify opportunities for development and emerging need.

### 2 Programme Performance and Management:

The Country Director, working with the relevant sector coordinators as necessary, and in collaboration with Programme Manager and Grants Manager in HQ, will support the organisation in the following:

- Oversee and closely collaborate with the programme teams to ensure the vector borne disease programme including NTD delivery is on schedule, of high quality and achieves its agreed objectives and impact in line with the donor grant agreements.
- Work to develop country-wide planning, implementation, monitoring and evaluation of MENTOR's VBD (and NTD) activities alongside the programme teams with the HQ Programme Manager.
- Oversee the implementation of existing programming including development and delivery of work plans and activities.
- Supervise, develop and support the program teams in all aspects of programme activities.
- Work with all team members in strategic mapping of programme development.
- Establish and oversee Memorandums of Understanding with local authorities, partners and relevant UN agencies and research institutes;
- Ensure all programmatic reporting is produced and reviewed by HQ in a timely manner as per grant and HQ stipulations.

### 3 Technical Program Support

NTDs: MENTOR is a key implementing for Neglected Tropical Diseases (NTD) control with the Angolan National NTD Control Programme.

- Overall management of the delivery of the programme, in collaboration with the Senior NTD Coordinator for MDAs to achieve consistency, and with other coordinators to ensure robust and effective achievements of targets and goals and to strive for continual improvement in line with technical developments and M&E findings.
- Supervise and support NTD Programme coordinators to ensure effective collaboration with Provincial Health Authorities (DPS) Work, and municipal focal points.

Other technical areas

- Work closely with NMCP and MENTOR Program Coordinators and Provincial NMCP supervisors as relevant, to participate in forums, share information and build capacity in best practice malaria control in the areas of malaria case diagnosis, treatment and prevention

General

- Ensure quality reports are produced on monthly, quarterly and annual basis and submitted to HQ and donors/authorities in a timely manner.

### 4 Security

- Maintain overall responsibility at field level for security of all staff members. Ensure country programme and staff comply with the security policy guidelines and international and local best practices.
- Regularly assess risks in Angola as related to project implementation and organisation presence. Design, implement, maintain and communicate mitigation strategies to manage identified risks.
- Oversee that security related logistical support for the operations is adequate and functional.
- Directly responsible for regularly updating HQ with clear and pragmatic security guidelines for the MENTOR mission in Angola.
- Review Base security plans annually in liaison with Security Focal points in each base. Identify suitable Security base focal points and follow up regularly with the SFP on base status and security conditions of MENTOR compounds and assets.

## 5 Grant management

- Oversee the management of grants including the appropriate expenditure of funds, and ensuring timely grant reporting as required with HQ;
- Monthly review of each program expenditure and assess of key donor budget categories execution in line with targets set for the country and with forecasted projections for expenditures providing recommendations for expenditure in liaison with Admin/Fin Coordinator and each specific sector and program coordinator;
- Generate grant proposal budgets based upon an overall operating budget in standard format
- Maintain overview of contextual needs and opportunities and identify fundraising opportunities, or solicit funding through drafting new proposals in consultation with HQ.
- Liaise with current and future/potential donors (as relevant), in consultation with HQ, to advance program ideas, and share information on the status of programmes
- Ensure that relevant proposals are drafted in a timely and professional manner in a format consistent with the MENTOR Initiative and donor guidelines, which are reviewed and approved by HQ prior to official submission by HQ (or locally if agreed by HQ).

## 6 Financial Management

The Country Director, working with the Finance and Administration Coordinator will:

- Ensure proper financial reporting within Angola and to the UK, in compliance with MENTOR's financial procedures
- Uphold responsibility to the organisation for the financial integrity of the programme by ensuring financial resources are cost effectively utilised in the implementation of programme activities within the constraints of budgets
- Work in close collaboration with the Finance and Administration Coordinator to ensure that MENTOR's financial systems are maintained in accordance with the MENTOR Initiative Finance and Administration Guidelines
- Ensure monthly expenditure reporting and good accountability for all grants
- Provide monthly reports on expenditures to HQ financial services unit within required time frames
- Provide monthly expenditure predictions and ensure requests for cash are sent to the HQ financial services unit
- Maintain basic payroll functions on a monthly basis
- Ensure compliance with all local government taxation and labour regulations
- Provide timely reporting to the HQ financial services unit for all grant agreements, whilst ensuring full compliance with all grant agreements for financial reporting and procurement
- Ensure HQ authorisations are established for all new grants, local policies and commitments

## 7 Human Resource Management

- Oversee HR processes for all staff including recruitment, induction, appraisal and other procedures
- Maintain overall line management of senior staff members, whilst ensuring their effective management of programme staff
- Ensure that all contracts, code of conduct, internal rules and regulations are adhered to and respected by all members of staff. Ensure Safeguarding policies and strategies are implemented and regular team training and follow up is conducted.
- Review and amend the internal regulations and policies for MENTOR team members in accordance with national labour law.
- Ensure the effective implementation of staff performance reviews/appraisals in a timely and constructive manner
- Manage and support international consultants to ensure that all staff co-ordinate, plan and implement all activities at scale to meet the programme objectives
- Coordinate weekly and ad hoc general team meetings, as well as senior programme management team meetings to ensure that the team works harmoniously to meet the needs of the programme
- Ensure consistency in the application of MENTOR rules and regulations and standard operating procedures, and oversee review updating and addition of new SOPs as necessary

## 8 Logistics

The Country Director, working with the Administration and Logistics Coordinators will:

- Ensure that all procurements are in accordance with MENTOR procurement guidelines.
- Ensure the good management of all assets, including fleet and equipment.
- Maintain consistency of warehouse management and stock control with established MENTOR protocols and procedures as necessary
- Ensure logistical filing systems to include all equipment manuals, maintenance schedules and logs documentation e.g. way bills
- Maintenance of all communication equipment and installation of these when necessary. Ensure the proper use and training of all staff in the use and respect of communication equipment and procedures.
- Coordinate with other agencies to maximise resource sharing and combined approaches to communication and transport.
- Communicate with field teams and base(s) on a daily basis in accordance with general procedures and security guidelines.
- Provide daily coordination of transport activities by road, and air if needed, as per the daily programme activities

## 9 Communication

Internal:

- Ensure clear and regular communication between the field bases and between sectorial coordinators within the country senior team
- Chair regular general coordinator team meetings, reporting relevant updates to HQ
- Submit MENTOR bi-weekly reports (sitreps). This should include identification of areas of weakness and strengths and recommendation for improvement in implementation and performance of the related tasks.
- The Consultant will also be required to submit a final report at the end of their contract detailing the overall accomplishments, challenges and analysis of the ways in which the organisation may best achieve ongoing objectives in relation to the programme.

External:

- Assist HQ Programme and Grants managers with field related information for external reports and/or donor proposals.
- Attend meetings with other NGOs, as appropriate.

10 Other

- Periodically support MENTOR international training courses in mutual agreement with the MENTOR CEO.
- Work with MENTOR to share best practice across the organization as required.
- Includes the possibility of transfer to another similar post in another MENTOR country programme within the period of this contract agreement (by mutual agreement).
- Any other reasonable duties as prescribed by the Director of MENTOR, or the Program and Grant Managers.

**Job Requirements**

- Academics: a minimum of a Master's degree in Public Health, International development, Programme management, epidemiology, or statistics.
- Job experience: Public Health or programme management with a minimum 5 years experience in managing large operations
- Skills: HR management, complex program management, M&E, Financial expertise and knowledge of Angola context
- Solid experience with large operations
- Organised, self starter, able to build and maintain partnerships
- Experience in managing teams in the field
- Flexible and willing to learn
- Excellent team worker and communications skills
- Practical, hands-on approach
- Fluent in English and Portuguese