



Country Director - Venezuela

Terms of Reference

Place of Service: Venezuela, based in Caracas (this may be subject to change) with regular travel to other states of Venezuela and internationally will be required.

Reports to: Venezuela HQ Program Manager and Grants Manager

The context: The MENTOR Initiative is in the process of establishing a program in Venezuela. The new programme involves training of diagnosis, treatment and surveillance of Vector Borne Diseases to health workers as well as a community-based program on vector control.

Scope of Services:

The Consultant's services are required to assist The MENTOR Initiative in the following:

- Strategic planning and management of The MENTOR Initiative's programs in the country;
- Promoting effective relations with national and international partners;
- Fundraise for existing and new activities and expansion of the disease control programmes portfolio;
- External relations with strategic partners such as government institutions, donor organisations, diplomatic embassies, NGOs, UN agencies and community-based organizations and private sector partners;
- In-country personnel recruitment, development, training, and supervision;
- Ensuring the development and implementation of disease control programmes to meet the needs of the most vulnerable communities;
- Supervision of evidenced based operational research activities in addition to ensuring routine disease control monitoring and evaluation;
- Developing and stewarding annual and specific project budgets consistent with both the organization and donor requirements;
- Meeting financial and other reporting as required by donors and The MENTOR Initiative;

- Development and enforcement of field office administrative, security, operational and logistics policies;
- Country strategy development and own team capacity building.

QUALIFICATIONS:

- At least five years' work experience managing programs related to international health issues in emergency or developing country settings. Previous experience as a Country Representative preferred;
- Solid assessment/proposal development, personnel and financial management experience;
- Relevant post-graduate degree or equivalent experience;
- Familiarity with the international donor community;
- **Good working capacity in both English and Spanish.**

The successful candidate will be a creative, innovative and strategic thinker, and will have: excellent communication, analytical, organizational, interpersonal and cross-cultural skills; a strong interest in innovative disease control at health systems and community level; and proven ability to produce results.

The Mentor Initiative applies zero tolerance to the exploitation, sexual abuse and mistreatment of women, children and all others, and, mobilizes all its staff in the implementation of its global Safeguarding policy. The Mentor Initiative will contact previous employers of applicants to determine if they have had a history of violating codes of conduct relating to sexual harassment, exploitation or abuse and fraud.