

Malawi Country Director Job Description

Overview

The Malawi Country Director will build on the initial year of operations in Malawi and lead the growth and expansion of LifeNet in the areas of program development, partnership management, local and regional fundraising, recruiting, and day-to-day operations. The position reports directly to LifeNet's board in Malawi and is based in Lilongwe. The Country Director also reports to the LifeNet International Vice President of Programs based in the US.

Purpose

Build on, solidify, and expand LifeNet Malawi's programs, reach, operations and administration, including the development of the Malawi board.

Strategically lead, develop and direct the implementation of all aspects of LifeNet in Malawi to ensure high program quality and maximum impact.

Build and maintain strong relationships and effective partnerships with churches, church-run health facilities, and the Christian health sector in Malawi.

Be accountable for all of aspects of LN's work in the country and share relevant updates with the Malawi board as well as the LifeNet international global family, specifically the Vice President of Programs and President.

Represent LN Malawi to all donors, project partners, other LN offices and divisions, local and national government offices, regional bodies, church representatives and non-governmental organizations in the country of Malawi.

Provide leadership, strategic direction and support in the development and implementation of an effective local resource development strategy, including building the necessary in-country relationships and partnerships with USAID, other bi-lateral donors, private foundations, and others.

Spiritual Leadership

Ensure that the Malawi office represents Christ well in all activities in a manner appropriate to the country context, with a reputation for integrity, stewardship, and humility.

Model a high standard of personal Christian leadership and integrity through lifestyle and work relationships, and provide spiritual guidance to staff on LN Mission, Vision,

and Values

Participate in and lead regular prayer and devotional meetings

Strategic Leadership and Results Management

Ensure there is a documented, annual country strategy and quarterly action plans with clear, measurable short-term and long-term targets, and that these are aligned with LN global strategies and goals.

Facilitate and be accountable for execution and monitoring of strategy to a standard of excellence, reporting regularly on progress to the board in Malawi and the Vice President of Programs in the US.

Responsible for collection and reporting of all KPIs, results, testimonies and stories at country and program levels.

Report country KPIs and financials monthly and quarterly in a written reports as required by the board in Malawi, other LifeNet international global stakeholders, donors and partners.

Representation and Partnership Management

Engage and build strategic alliances with appropriate local government bodies, major donor agencies, other NGOs, churches, and media.

Manage LN health facility partnerships including regular meetings with church leadership, bishops and head pastors, partnership agreements, and new partnership development.

Visit partner clinics frequently to encourage, build relationships, and maintain vision.

Ensure that LN brand becomes a mark of health care quality and is well-respected.

Increase and develop strategic alliances with other organizations to facilitate funding bids.

Keep all LN country registration and other MOUs and documents up to date.

Actively seek out and develop local and regional funding opportunities.

Country Team & Operations Management

Promote LN's mission, vision, and values and ensure they are the foundation of LN

strategies and work.

Be responsible for all LN Malawi full-time and part-time staff

Approve all program schedules and coordinate across programs.

Budget efficiently, analyze financials, and ensure proper accounting, financial procedures, and tax obligations are fulfilled.

Ensure compliance with local laws and standards and represent LN in court if necessary.

Be responsible for all LN assets in-country.

Be responsible for monitoring security situation, implementing and updating LN Security Protocol, and participating in collaborative security meetings (OSAC/UN, etc.).

Be responsible for day-to-day administrative and operations tasks, as necessary.

Supervise staff performance and regularly appraise staff against their job descriptions.

Initiate staff capacity development or training as necessary.

Support initiatives for member care and well-being.

Leadership and Program Development

Ensure new staff alignment with LN's vision, values and strategies.

Ensure good understanding and buy-in from new health facility partners.

Adhere to and adjust yearly action plan and budget as necessary, as well as manage implementation.

Analyze pilot data for program re-design and adaptation.

QUALIFICATIONS

Commitment to and passion for LifeNet's vision and mission

Experience in leadership positions in either for-profit or nonprofit organizations; demonstration of leading a team to accomplish results. Health program management preferred.

Demonstrated experience of program implementation and relationship management in the health, church or international development sector and ideally in Malawi.

Strong written and oral communications skills in English required; local language is a plus.

Demonstrated budget and financial management experience.

Exceptional academic performance in relevant field (international development, business, public health or other relevant field. Postgraduate qualification preferred.

Ability to travel within Malawi, and internationally, up to 50% time.

Alignment with LN's Christian identity and mission philosophy and ability to work with all denominations.

Minimum 3-year commitment; available starting 01 July 2019.

To Apply

Please submit a cover letter explaining your suitability for the role, CV (resume), and the contact information for two references to LNMalawiHR@LNinternational.org with 'Malawi Country Director' in the subject line.

Closing date: 12th May 2019