

VACANCY ANNOUNCEMENT

Position : Country Manager
Date Posted : July 13th, 2016
Organization : Right To Play Rwanda
Work location : Kigali (but with travel to the field as necessary)
Authorized to Work in: Kigali Country Office

Organization Background

Right To Play is a global organization that uses the transformative power of play to educate and empower children and youth to overcome the effects of conflict, poverty, and disease. Through playing sports and games, Right To Play helps children in more than 20 countries to build essential life skills and better futures, while driving lasting social change.

Job Summary:

The Country Manager reports directly to the AFRICA GENERAL MANAGER and is responsible and accountable for the management and development of all Right To Play work in the country of deployment. He/she represents Right To Play in the respective country and will be responsible for the overall strategy, management and development of the program as well as human resources. The ultimate goal of the position is to manage and grow the organization's programming, to increase the quality, efficiency and long term impact of the program.

I. RESPONSIBILITIES

1. Communication and representation

- Represents the organization in local media, promotes knowledge of Right To Play programs, mandates and values amongst all stakeholders, potential partners and general public.
- Serves as the main local contact for all external stakeholders; develops and maintains links with relevant senior country representatives in donors, UN bodies, intergovernmental bodies, and other international NGOs.
- Ensures strong working relationships and collaborations with current and new partner organizations through regular correspondence, engagement, reporting and meetings.

2. Donor stewardship and fundraising

- Assesses potential partners and partnerships; secures and stewards local funding opportunities and builds the relationships on the grounds that are needed to support donor

cultivation.

- Leads proposal development for prioritized funding opportunities, facilitates participation by key team members to produce winning submissions.
- Leads the development of proposals for expansion of new programs and the continuation of existing ones through coordinated efforts with RTP Regional team as well as headquarters team.
- Represents RTP to current or potential donors to secure and sustain funding, including government/institutional donors, corporate sector and foundations

3. Program strategic leadership

- Develops the strategic vision and direction of the program(s) in line with the strategic direction of RTP.
- Develops and manages the portfolio of program activities of the country in line with RTP strategic country plans and region and global vision.
- Promotes knowledge and awareness of RTP program amongst all stakeholders, ensures effective communication plan is in place and used by the program team.
- Ensures accountability of RTP activities at all levels through efficient and transparent use of program resources

4. Program financial management, quality and reporting

- Oversees the country annual budget and monitors and verifies the program budgets in adherence to approved budgets and procedures.
- Ensures financial monitoring systems provide timely and relevant reports to country staff including analysis and tracking of grant commitments and obligations.
- Ensures all program staff have an understanding of financial and internal control systems, budget and work in compliance with RTP policies and procedures.
- Oversees the collation and timely submission of key technical, baseline, project evaluation, donor and other monitoring and evaluation related reports to donors, Regional Office and HQ as required.

5. Human resources management, capacity building and compliance

- Oversees overall country HR management processes providing advice on the management of all staff to ensure that it's carried out within RTP stated policies, practices and procedures as well as the country employment laws.
- Provides advice on the interpretation of policies, regulations and rules and supports the senior team in explaining rights and responsibilities to the staff.
- Leads, coaches and develops the senior team ensures they are equipped with the required expertise at country level (e.g. in programmes, policy, advocacy and finance).

6. Security and staff welfare

- Carries out risk, vulnerability and threat assessments as well as physical security assessments of all sites making prioritized recommendations for improvement and follows through with approved recommendations until fully implemented
- Liaises with local and regional officials, UN, NGO and other agencies regarding security issues in the planning, coordination, promotion of, and support for existing RTP projects.

II. PLANNING AND ORGANIZING

The incumbent is expected to plan work independently in line with the Regional work plan. He/she ensures the participation of the team in the country work plan and oversees their plan as well.

III. MINIMUM QUALIFICATIONS (Must have)

(A) EDUCATION/TRAINING/CERTIFICATION

Master's degree in business administration, social sciences, development studies or other related discipline.

(B) EXPERIENCE

10 years' experience in a leadership role within a large or international organization working on strategic planning, quality improvement, project planning and implementation, monitoring and evaluation, human resources and financial management.

(C) COMPETENCIES / PERSONAL ATTRIBUTES

- Strategic planning skills
- Leadership, influencing and managerial skills
- Ability to gain trust and secure donor funding
- Excellent interpersonal communication skills to build rapport with staff, partners, government officials, donors and community leaders
- Creativity and problem solving skills
- Strong presentation skills
- Superior organizational skills and ability to multi-task
- Ability to work under pressure meeting deadlines

(D) TECHNICAL SKILLS

- Proven knowledge of program management tools and procedures
- Proven knowledge of budgetary control and financial management, including ability to

read and understand financial data.

- Proven experience in proposal development and report writing
- Demonstrated computer skills especially in MS Office packages
- Understanding of Human Rights and peace building concepts
- Understanding of country laws and regulations

E. DESIRED QUALIFICATIONS (An Asset)

- Strong understanding of financial analysis
- Sport and play industry experience

Closing date for all applications is **Wednesday 20th July 2016 at 5.00 pm**. All interested candidates who meet the requirements should send a soft copy of their application with detailed Curriculum Vitae and three listed references **via email** to righttoplayrwanda@yahoo.com with a copy to the Africa Regional Human Resources Manager at fnoblel@righttoplay.com. Please clearly state in your application the title of the position you are applying for. While we thank all interested candidates, only those selected for interviews will be contacted.

.