

## JOB DESCRIPTION

<b>Job title:</b>	<b>Country Director</b>	<b>Location:</b>	<b>Phnom Penh, Cambodia</b>
<b>Department:</b>	<b>Management</b>	<b>Length of contract:</b>	<b>3 years</b>
<b>Role type:</b>	<b>Global</b>	<b>Grade:</b>	<b>11</b>
<b>Travel involved:</b>	<b>Up to 25% travel within Cambodia and some regional travel</b>	<b>Child safeguarding level:</b>	<b>3 – slight risk</b>
<b>Reporting to:</b>	<b>Deputy Asia Regional Director</b>	<b>Direct reports:</b>	<b>Programme Manager, Logistic Manager, HR Manager and Country Finance Manager</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the prevention, control and treatment of malaria and other communicable diseases among vulnerable populations.

**Our mission is to improve lives in Africa and Asia through sustainable, evidence-based programmes that combat targeted diseases and promote child and maternal health.**

We will accomplish this together with partners and all levels of government, by:

- Designing and implementing cutting edge research, surveillance and monitoring and evaluation;
- Selectively scaling up and delivering sustainable evidence-based health programmes;
- Providing technical assistance and consulting services that shape and strengthen national and international health policies, strategies and systems and build local capacity;
- Seeking to ensure that our experience, thought leadership, practical findings and research results are effectively communicated and contribute to the coordinated improvement of access to and quality of healthcare.

Our areas of expertise include:

- Disease prevention, diagnosis and treatment
- Disease control and elimination
- Health systems strengthening
- Research, monitoring and evaluation leading to best practice
- Behaviour change communication
- National and international advocacy, and policy development

## Country and project background

Malaria Consortium has had an operational presence in Thailand, Cambodia and Myanmar in the Greater Mekong Sub-region for over a decade. Malaria Consortium established an office in Phnom Penh, in early 2009, and has a provincial presence implementing activities from various sub-offices. Malaria Consortium Cambodia has always assisted at both the provincial and national levels to strengthen the capacity of government officers and to provide technical support for malaria control and elimination.

Since December 2015, Malaria Consortium has been supporting mobile malaria workers (MMWs) providing early diagnosis, treatment of malaria in line with national guidelines, referral services, IEC/BCC and vector control, targeting high-risk groups, mostly forest-goers, along the Cambodian border with Thailand, Laos and Vietnam. In addition, malaria posts (MP) are placed at strategic testing locations at informal border crossing points, forest entry points, and meeting venues (such as shops) to create service access to the risk groups. These MMWs and MPs were deployed in Preah Vihear, Stung Treng, and Ratanakiri Provinces.

In general, the risks for forest-goers and mobile & migrant populations are related to activities in the forest, such as timber cutting, hunting, preparing farmland, forest foraging, finding resin. Young men, but also families have to go deeper into the forest to find new plots, increasing the risk. While in general men show higher risk behaviour (e.g., clearing the land, working at nighttime, hunting and fishing at night, illegal wood cutting), more and more women, and children are either involved in or associated with these activities.

For a period of 3 years, from January 2021 until the end of 2023, under the Global Fund RAI3E grant, Malaria Consortium aims to continue to deliver early diagnosis and effective treatment through community-delivered approaches by mobile malaria workers (MMWs) and Malaria Posts (MPs). The next Global Fund RAI4E grant aims to continue these activities from January 2023 until December 2026 with the goal of malaria elimination by 2025 and establishment of a strong surveillance system. The target population remain mobile, migrant, ethnic, and vulnerable populations including forest-goers at the highest-risk in the Provinces of Stung Treng, Preah Vihear, Ratanakiri, Mondulakiri, Banteay Meanchey and Oddar Meanchey.

Supported by the Phnom Penh country office, and with the guidance from the regional offices in Stung Treng and Banlung city, the Malaria Consortium teams are operating with and in the most remote local communities spread over the 6 provinces.

## Job purpose

The Country Director is responsible for overall providing strategic, programmatic, business development, fundraising, financial, administrative and management support to ensure the success of the Malaria Consortium Cambodia programme.

## Scope of work

The Country Director is responsible for managing the Malaria Consortium country office in Cambodia. Leading the programme teams providing financial oversight and maintaining high compliance with organisational and donor policies.

## Key working relationships

Deputy Asia Regional Director, government and donor agencies, , MC Cambodia Senior Management Team and technical staffs, HQ colleagues research institutions, private sector and civil society.

## Key accountabilities (percent of time spent on each area)

### 1. Representation and Coordination 15%

- Act as principal liaison for Malaria Consortium with the government and donor agencies on contractual and programmatic issues, ensuring financial and programmatic accountability.
- Provide high level representation (directly or through designated technical staff), at key governmental meetings as well as at donor, UN and NGO coordination fora.
- Consolidate and expand Malaria Consortium Cambodia partnerships with MoH, bilateral and multilateral organisations, research institutions, private sector and civil society.
- Advocate for increased attention and resources for malaria, dengue and other communicable disease control and elimination in Cambodia.
- Ensure effective linkages between Malaria Consortium Cambodia, and the UK office, including support to advocacy/global policy activities and wider sharing of experiences or collaborations in line with Malaria Consortium's global strategy.

### 2. Delivery of Programmes 20%

- Oversee preparation of annual work plans and budgets and quarterly project reviews for delivery of high quality programmes.
- With support from senior technical staff, oversee the detailed planning and implementation of Malaria Consortium projects, ensuring the technical quality and timely delivery of all programme and project outputs and deliverables.
- Work with programme staff to identify support needs and help them mobilise support from regional /UK teams or consultants.
- Review regular donor and government reporting to ensure that performance indicators are being achieved and that corrective action is taken where improvement is needed.
- Ensure final review of project activities are properly documented and internally and externally disseminated.

### 3. Administration and Finance 15%

- Assist the Country Finance Manager in overseeing and ensuring good financial controls, adherence to internal and donors processes and policy, monitoring of budget to actual expenditure and development of accurate and timely financial reports.
- Oversee national payroll and ensure compliance with statutory regulations.
- Ensure, with support from relevant functions, Malaria Consortium policies and procedures are compliant with national law and donor contracts.
- Ensure that Malaria Consortium employees are aware of, trained in and adhering to Malaria Consortiums policies and regulations.

### 4. Overall management of the Malaria Consortium Cambodia Staff and Other Resources 15%

- Provide management support and oversight to senior programme, finance and operations staff.
- Ensure that internal and external project, management and financial reports are submitted on time.
- Manage and review as required operational systems and coordination between Malaria Consortium in Phnom Penh and field operations.
- Ensure project grants and contracts are efficiently and accurately managed and there is full accountability of resources and transparency of financial information.
- Review on regular basis staff strength in order to have at all times an optimum team size for efficient programme delivery and support; plan and ensure timely recruitment of staff.

- Ensure all HR requirements relating to national law and Malaria Consortium policy are met, including overall responsibility for the setting of staff objectives, monitoring of performance, review of performance prior to completion of probationary period and staff development.
- Work with Malaria Consortium's Global Management Group and other Country Directors to identify and address challenges and opportunities.

## 5. Security and Risk Management 5%

- Assume overall responsibility for the safeguarding, safety and security of Malaria Consortium staff, assets and reputation.
- Ensure Malaria Consortium security plans and procedures are up to date and fully adhered to.
- Ensure security focal points are aware of their roles and able to deliver on their responsibilities.
- Provide security training opportunities to existing and new staff.
- Ensure offices and mobile field teams are equipped with the tools required to live and work in a safe and secure environment.
- Monitor available security information and ensure security focal points are attending all security coordination meetings to help prevent security incidents from occurring.
- Establish contingency planning exercises in anticipation of major events, to provide requisite security whilst minimizing programmatic disruption.

## 6. Business Development 30%

- Work with global, regional, country and field teams to identify gaps and areas of strategic interest of Malaria Consortium programming, pro-actively develop new business opportunities and proposals
- Track regional and in-country donor funding streams to identify opportunities in areas of strategic interest to Malaria Consortium in order to further develop and sustain the Cambodia and regional programmes.
- Provide support in drafting, reviewing and/or submitting funding proposals, as agreed with the Deputy Asia Regional Director
- Undertake additional tasks as assigned by the Deputy Asia Regional Director.

## Person specification

### Qualifications and experience:

#### *Essential:*

- Relevant experience in health sector
- Strong written and verbal communication skills in English
- Extensive work experience as a Country Director, project director or team leader, preferably in South East Asia
- Extensive experience in human resource management and supervision
- Extensive experience in financial management and budgeting
- Demonstrable experience in business development in the health sector
- Experience developing and leading high performing teams

#### *Desirable:*

- Postgraduate degree in international health or relevant discipline
- Understanding of the Cambodian culture
- Experience in Public Health programming
- Familiarity with the health system in Cambodia

## Work-based skills:

### *Essential:*

- Understanding of different donor requirements, including the Global Fund,
- Creativity, with experience funding activities in ways that both cover costs and generate operating margins
- Willingness to undertake travel at short notice.
- Established agile leadership skills with a proven ability to develop and deliver through teams
- Excellent strategic, analytic and systems thinking
- Excellent interpersonal and communication skills
- Ability to work effectively and sensitively in a cross-cultural context
- Results- and solutions-oriented
- Ability to create functional work relationships at a distance and to relate to people at all levels, internally and externally
- Ability to create strong networks with senior government officials and key development partners in the health sector
- Proven ability to manage staff performance
- Excellent writing and presentation skills
- Attention to detail
- Proactive and able to take initiative

### *Desirable*

- Ability to function effectively under pressure
- Familiar with approaches to improve the quality of project implementation
- Able to foster a learning environment amongst senior country staff
- Familiarity with the international development assistance community

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL D- Inspires wider teams to achieve outstanding results and to manage risks</b> <ul style="list-style-type: none"> <li>✓ Proactively improves effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriate</li> <li>✓ Encourages mitigating risks amongst the teams/groups they work with/ manage.</li> <li>✓ Ensures the quality of all internal/external work of own and others.</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL D - Analyses the external environment confidently</b> <ul style="list-style-type: none"> <li>✓ Generates a range of policy options and appraises them based on the internal and external evidence</li> <li>✓ Develops ways of applying new knowledge and ensures lesson-learning with self and wider team</li> <li>✓ Analyses the significance of external events and situations for Malaria Consortium</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL D- Communicates well strategically and politically</b> <ul style="list-style-type: none"> <li>✓ Communicates strategically to achieve specific objectives (considers optimal messaging and timing of communications)</li> <li>✓ Influences key stakeholders and overcomes resistance, securing support for ideas through high impact communication</li> <li>✓ Handles difficult on-the spot questions (media, internal groups, external stakeholders) effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL D - Develops external networks to increase internal thinking/learning</b> <ul style="list-style-type: none"> <li>✓ Actively develops partnerships with relevant organisations, think tanks and individuals</li> <li>✓ Takes initiative to establish a network or partnership where one does not exist</li> <li>✓ Ensures any external learning is effectively brought in-house</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL D - Champions ownership of corporate decisions</b> <ul style="list-style-type: none"> <li>✓ Encourages their team to develop their individual potential continuously, creates a learning culture</li> <li>✓ Demonstrates complete commitment to the achievement of the business goals, motivating others to deliver</li> <li>✓ Spots, develops and promotes talent across teams whether or not in their own functional area</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL D - Clarifies priorities and ensures learning from experience</b> <ul style="list-style-type: none"> <li>✓ Clarifies priorities when leading change</li> <li>✓ Sees and shows others the benefits of strategic change</li> <li>✓ Helps colleague's/ team members to practise stress management through prioritisation of workloads and modelling of appropriate self-management and care</li> <li>✓ Makes time to learn from experience and feedback, and apply the lessons to new situations</li> </ul>
<b>Living the values</b>
<b>LEVEL D - Acts as a role model in promoting Malaria Consortium's values</b> <ul style="list-style-type: none"> <li>✓ Champions and takes ownership of corporate decisions, values and standards and ensures team members implement them in a positive manner</li> <li>✓ Acts as role model internally and externally in promoting Malaria Consortium's values</li> <li>✓ Is accountable for ensuring that cultural awareness is demonstrated across the area (s) they manage</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL D - Takes a holistic view and anticipates the future</b> <ul style="list-style-type: none"> <li>✓ Demonstrates an ability to step back from operational issues and see things holistically (helicopter vision)</li> <li>✓ Anticipates how actions will impact other teams and negotiates to reach mutually acceptable solutions</li> <li>✓ Demonstrates how complex strategic issues can be broken down into simple discrete steps</li> </ul>