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JOB DESCRIPTION

Position: Country Director

Classification: Uganda Contract Staff

Contract Period: Ideally three-year minimum // Starting as soon as possible

Location: Jinja, Uganda

Basis of Employment: Full-time; 40-50 hours per week depending on demands of the work

Compensation: Commensurate with experience

Benefits: International health insurance with IMG, project transportation, monthly phone allowance, work visa, annual flight to US, round-trip flight at beginning and end of contract, and generous vacation policy.

Reimbursements: \$200 monthly housing reimbursement (can cover a two bedroom flat in Jinja)

Manages: Akola Academy Coordinator, Programs Coordinators, other Empowerment Staff

Reports to: Chief Operating Officer (Uganda)

Key Roles: Manages all human resources for Akola Uganda; Responsible for building healthy work environment and positive working relationships with all women's groups and communities; Manage all empowerment, ministry and educational programs and program staff including monitoring and evaluation; Host all visitors

MISSION:

To empower marginalized women to transform the physical and spiritual livelihoods of their families and communities.

VISION:

A non-profit, social business that empowers women by facilitating vocational training, employment opportunities, savings and loans associations, education programs, support groups and leadership development.

POSITION DESCRIPTION:

The Country Director is a full-time paid position based in our Jinja, Uganda office. This position is responsible for overseeing and coordinating all international development and organizational leadership aspects of Akola Project in Uganda. International development roles will include developing and managing all Akola Project Empowerment Programs that are centered on participatory programming. This includes contributing to the Akola development model and strategy, overseeing Akola Academy (a goal-based annual sustainability cycle), and all monitoring and evaluation. Organizational leadership roles will include managing all human resources for our Uganda office, which includes all office staff and women's groups throughout the country that Akola Project works with. The Country Director is responsible for maintaining healthy relationships within the communities the Akola Project serves and creating and maintaining healthy working environment for all staff and beneficiaries by meeting regularly with all team members and implementing feedback as necessary. Finally, the Country Director will serve as the in country host for all visitors and donors as needed including making proper travel arrangements, coordinating travel schedules, and leading guided tours around the country to show visitors our programs and projects.

RESPONSIBILITIES

Leadership (30%)

- Lead Akola Project staff and beneficiaries in a way that facilitates a high performance egalitarian culture of learning and development, trust and integrity
- Lead organization-wide meetings as required
- Seek understanding with and unified leadership alongside the leadership team in the spiritual development, social development and economic development of Akola Project women and involvement in Uganda
- Provide a good example of good stewardship with time, resources and privilege for the staff, employees and women's groups
- Serve as an active advocate for Akola Project, promoting the vision, mission, and goals of the organization amongst the community at all times to ensure the organization maintains a positive public standing
- Manage weekly leadership and professionalism training for all Akola staff members and provide mentoring and coaching as required
- Directly manage Akola's Empowerment Team

Empowerment Programs (40%)

- Work closely with Akola leadership to develop and define the Akola Development Model
- Manage all non-business aspects of the Akola Development Model in Uganda (including empowerment programs, ministry programs, M&E, social services, wellness programs)
- Ensure that development programs promote sustainability and are in alignment with the mission and vision of Akola Project
- Ensure that people, tools and processes are properly resourced and supported to carry out all empowerment program functions
- Create plans and documented procedures for implementing and routinely reporting on all aspects of the Akola Development Model
- Contribute to managing the the Akola Development Model Uganda budget and logistical operations
- Contribute to donor relations, networking, grant-writing and marketing, including hosting visitors
- Work with Akola leadership to define appropriate M&E strategies and exercises aimed at assessing and promoting program quality and organizational goals
- Ensure overall indicator design aligns with program framework and that indicators are realistic, measureable and targets reflect indeed outcomes
- Ensure understanding of M&E theory and practice by implementation staff; identify training needs, organize and lead appropriate training sessions
- Create and deliver annual M&E reports to be presented to the board and used for Akola Project marketing and additional reports as requested

Human Resources (20%)

- Create and manage HR policies and practices for Akola Members and Ugandan staff members that are in line with applicable Ugandan Laws
- Manage all safety and security policies and strategies for all staff including an emergency action plan, regular safety training, and acting as lead responder to any emergencies
- Maintain an up-to-date and compliant policy handbooks for national staff, expatriate staff and beneficiaries and standard operating procedures
- Orient new team members with organizational policies and procedures and provide proper on-the-job training and mentoring
- Oversee and contribute to enforcement and implementation of all established policies
- Anticipate issues, problems and conflicts and facilitate the resolution of conflicts among staff and women's groups as needed
- Actively seek new strategies for facilitating strong relationships with the Akola Project women's groups
- Communicate regularly with Akola leadership regarding HR and safety policies and enforcement
- Oversee recruitment, interviewing and hiring for staff and beneficiaries and maintain up-to-date contracts for all employees and beneficiaries
- Oversee the creation and coordination of HR evaluation systems

Administration (10%)

- Keep records of all contacts, documents, agreements, material costs, and any other necessary records pertaining to the Akola Project
- Track all expenses with appropriate supporting documentation including contracts, receipts and invoices
- Assist with other Akola Project programs as needed
- Produce a manual upon the expiration of your contract that includes contact information, logistics descriptions, research findings, exercise reports, and any other data and notes necessary for future staff to succeed in this role

QUALIFICATIONS:

- Bachelor's degree from four-year college or university; Graduate degree in relevant field preferred
- Minimum of 4 years experience working in a professional environment
- Minimum of 3 years experience supervising and managing a multi-disciplinary team in a cross-cultural professional setting (ideally in an African context)
- Extensive international development experience with emphasis in participatory methods
- Strong human resource management skills including capacity building and mentoring
- Demonstrated success in managing projects
- Strong security management experience
- Legally eligible to work in the US

HOW TO APPLY

Submit the following with the email subject line "Application: Country Director" to recruitment@akolaproject.org. Applicants are encouraged to apply as soon as possible. Only shortlisted candidates will be contacted for an interview.

- Resume/CV highlighting work experience
- Cover letter that outlines (1) Why you are interested in this position, Akola Project, the mission/vision, and Uganda specifically; (2) Why you believe you are the best candidate for the job; (3) The role your faith plays in your work

KEY COMPETENCIES:

- You understand that your role is a full-time position that should be taken seriously.
- You share a heart for the vision, mission and values of Akola Project.
- You agree with Akola's approach to Christian ministry in Uganda.
- You are comfortable working in a foreign community with different cultural atmospheres and working environments.
- You possess strong organizational skills, self-initiative, problem solving abilities, and an interest in women's empowerment and wellness.
- You possess a respectful and mature attitude towards different cultures, faiths, customs and ways of life.
- You are willing to work long and unpredictable hours and travel long distances as necessary.
- You are willing to take initiative and do what is necessary to further the vision of the organization.
- You are a self-starter and are able to follow through on ideas with minimal guidance.
- You approach unexpected challenges with patience and confidence, using your talents to find new ways of accomplishing tasks.
- You are willing to take on additional responsibilities as needed and be flexible if your role should change.
- You are able to effectively communicate with others and efficiently delegate tasks as needed.
- You possess strong leadership abilities and are not afraid to make tough decisions.
- You exhibit the utmost integrity and transparency when handling company finances.
- You are able to work independently and as part of a team.
- You have the capacity to juggle multiple requests, prioritize effectively and consistently meet deadlines.

ALL FULL TIME STAFF MEMBERS WITH AKOLA PROJECT MUST COMMIT TO:

- Working within the responsibilities and boundaries of my position with respect to the organizational structure set forth.
- Following all Akola Project's rules, regulations and policies.
- Representing Akola Project with the utmost character and integrity at all times. I understand that I am a direct representative of Akola Project's Christian mission, vision, values and goals.
- Fulfilling my goals and responsibilities to the best of my ability during my time as a staff member.
- Refraining from sharing private information regarding the internal operations or issues surrounding Akola Project or using organizational information, design, or processes for your own purposes without consulting the executive staff.
- Respecting other faith traditions.
- Remembering that I have come to learn, not just to teach. I will resist the temptation to tell people "how we do things." This applies to Christian ministry!
- Being open to learning new ways of accomplishing tasks.
- Respecting, supporting, and promoting Akola Project's Christian identity and values, even if it is different from what I am accustomed to.
- Developing and maintaining a servant attitude toward nationals and my teammates at all times.
- Finding ways to solve any unexpected issues that arise to the best of my ability.
- Abstaining from excessive drinking and partying while working in Akola Project's primary project areas (Jinja, Pajule). Any staff caught doing illegal drugs in the country at any time will be relieved of their duties immediately and pay for all associated costs related to their early departure.