



## Job Description

**Job Title:** Country Representative  
**Group:** International  
**Team:** HIV Unit  
**Responsible to:** Unit Manager  
**Location:** In country  
**Date reviewed:** 7<sup>th</sup> April 2009

### Main Purpose of the Job:

To design and implement an effective strategy for Tearfund's work in the Russia High Intensity Area (HIA)<sup>1</sup> to deliver outcomes supporting the corporate vision.<sup>2</sup> The outcomes are aligned to each of the keys of Tearfund's ten-year vision<sup>3</sup> and the Corporate Priority Areas, specifically HIV<sup>4</sup>.

### Position in Organisation:

- Reports to the HIV Unit Manager
- Represents Tearfund's work in Russia both within Tearfund, and to external bodies.
- Manages Tearfund's country office, as required, and specified country staff
- Represents and advocates on behalf of Tearfund and partners with external networks, governmental bodies on related Russia issues.

### Spiritual leadership of staff

- To set Christian standards in the working environment and to lead by example.
- If UK based, to attend corporate weekly Staff Prayers to hear of Tearfund's work and to spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection with staff
- To be committed to actively working and living in accordance with Tearfund's Mission, Values and Evangelical Christian beliefs.
- Maintain own spiritual development and relationship with God, for example through individual prayer and reflection days.

---

<sup>1</sup> In most cases a High Intensity Area is a single country. In a few areas, the HIA covers more than one country.

<sup>2</sup> Tearfund's ten-year vision is to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches.

<sup>3</sup> Key 1 is 'Igniting the church for Integral Mission';  
Key 2 is Local Churches transforming communities;  
Key 3 is Investing in inspired individuals;  
Key 4 is Speaking out in Advocacy;  
Key 5 is Preparing for and responding to disasters;  
Key 6 is Raising support for Tearfund. (Refer to 'Our Vision and Way Forward 2006-2016')

<sup>4</sup> Current Corporate Priority Areas (CPAs) are HIV/AIDs and Environmental Sustainability. The CPAs are reviewed in line with the corporate strategy.

**Scope of Job:**

1. Strategic planning and Implementation
2. Representation, networking and advocacy
3. Management of Partner portfolio
4. Resource management
5. Knowledge and learning
6. Leadership and staff development
7. Security
8. Health and Safety

**Dimensions and Limits of Authority:****Has responsibility to facilitate all aspects of Tearfund's involvement in Russia including:**

- Acts as Tearfund's in-country representative in relation to Russia.
- Authorises visits of Tearfund staff, consultants and visitors to ensure smooth delivery of programmes.
- Decides on the partner portfolio required for implementing the Russia strategy and annual plans.
- Has overall accountability for approved allocation and management of annual Russia budgets in accordance with International Programme Management System (IPMS).
- Negotiates with specialist sector staff to develop and support contextually appropriate programmes.
- Negotiates and manages Institutional funding for the Russia strategy.
- Recruits, coaches and performance manage in-country staff.
- Negotiates and contracts consultants and resource providers in accordance with Tearfund's policies and procedures.
- Manages organisational risk in Russia within the agreed corporate risk strategy.
- Acts as Tearfund's security co-ordinator for Russia.
- Responsible for facilitating Tearfund's response in major/national disasters in the Russia.

**Duties and Key Responsibilities****Strategic Planning & Implementation**

1. To manage a 5 year strategic response to HIV in Russia, within the framework of Tearfund's Russia HIV strategy by providing strategic oversight, technical and programmatic support to local Christian organisations (Tearfund's partners), who are involved in this response
2. Responsible for development and delivery of annual implementation plans for Russia.
3. Responsible for ensuring that partner programmes are assessed through regular monitoring, quality control and evaluation and making appropriate recommendations.
4. Responsible for co-ordinating appropriate Tearfund responses to requests for support, determining priorities and encouraging partners in implementing downwards accountability.

**Representation, networking and advocacy**

5. Responsible for representing Tearfund in partner-facing work externally through building relationships and networking with national Church leaders, government representatives within Russia, as well as donors and strategic partner organisations.
6. Responsible for ensuring effective representation of Russia within the HIV Unit,

- the International Group, and the wider Tearfund organisation.
7. Ensures coordination between Russia and Tearfund's global work on the 5 keys (e.g. linking the Russia advocacy issues and global advocacy issues, and mobilising the church within Russia and mobilising the global church for Integral Mission).
  8. Responsible for representing Tearfund's interests before appropriate government authorities, departments, banks etc for smooth running of country office.

### **Management of Partnership Portfolios**

9. Responsible for identifying and selecting an appropriate portfolio of partners to achieve objectives in the Russia strategy, encompassing all the Keys.
10. Responsible for the management of all aspects of partner relationships, including resourcing, capacity development<sup>5</sup>, risk management, providing prayer support and planning exits.

### **Resource Management**

12. Responsible for proactively identifying and negotiating opportunities for financing from Institutional Donors and Trusts and meeting agreed Institutional Donor income targets.
13. Responsible for negotiating with traditional and other donors for joint financing of programmes involving single or multiple partners.
14. Provides overall management responsibility for institutional donor contracts that are administered in-country.
15. Responsible for allocating, managing and reporting on the annual budget for Russia.
16. Responsible for regular monitoring and reporting to HIV Unit Manager against agreed outcomes.
17. Responsible for developing and implementing an operational support programme to support the implementation of the High Intensity Area Framework and the annual implementation plans. This includes recruiting and managing in-country staff, specialist technical advisors, consultants and resource providers.

### **Knowledge and Learning**

18. Responsible for ensuring Tearfund teams (in particular Supporter-facing teams) are informed on Russia issues and programmes.
19. Actively promotes the capturing of learning from the Russia programmes, and ensuring that this learning is used effectively in country and transferred to the wider organisation.

### **Leadership, Staff and Office Management**

20. Responsible for providing leadership, supervision, performance management and support to specified staff working on the Russia strategy.
21. Develops and models a team culture characterised by a shared vision, commitment and mutual accountability that reflects Tearfund's desired corporate culture being servant-hearted, Christ-like, agile, effective, and courageous.
22. Responsible for recruitment and selection of candidates for support posts.
23. Responsible for registering, following up and periodically renewing process for registration of Tearfund's in-country office with appropriate government departments and banks.

---

<sup>5</sup> This includes facilitating partners to identify their own capacity building needs in order to deliver HIA Strategy, developing and agreeing a capacity building plan, providing support to achieve agreed outcomes and monitoring impact of plan (in line with Tearfund good practice in Capacity Development)

24. Responsible for signing tenancy contracts for office space and facilities.
25. Responsible for ensuring timely audit of all country office financial transactions and report against operations budget.

### **Security**

26. To be responsible for writing a country security plan and for reviewing Safety in Travel plans.
27. To be responsible for providing the Security Co-ordinator in Teddington with information on key country security issues.
28. To be responsible for and have the requisite security authority over all Tearfund staff and visitors to Russia<sup>6</sup>.

### **Health and Safety**

30. To be responsible for overseeing the Health and Safety of your staff.
31. To adhere to Tearfund's Health and Safety Policy as it relates to areas such as fire safety, accommodation and vehicles.
32. Ensures that health and safety accidents are reported and logged appropriately..

**The post-holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.**

---

<sup>6</sup> When a Tearfund (DMT) operational programme exists, then Tearfund staff visiting that operational programme would fall under the DMT relevant security plan and assigned security officer.



**Job Title:** Country Representative  
**Group:** International **Team:** HIV Unit  
**Responsible to:** HIV Unit Manager  
**Location:** In Country

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
<b>EDUCATION/ QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• A <b>degree or equivalent</b> in development, management studies or related subjects</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Post-graduate</b> qualification in Development and/or Management</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience in HIV programmes</li> <li>• Experience in the region</li> <li>• Substantial experience of project management in international development or HIV projects</li> <li>• Substantial proven ability in strategic planning and thinking.</li> <li>• Significant proven ability in project management and evaluation, and in budget development and management.</li> <li>• Significant proven leadership ability in an organisation working on development programmes or issues, and/or with church based responses addressing related community development issues</li> <li>• Some proven ability of successfully securing institutional funding</li> <li>• Some proven ability in managing a team of people</li> <li>• Proven ability working in Russia</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability of organisational development</li> <li>• Proven ability in integral mission, in particular local church-based community initiatives</li> <li>• Proven ability in capacity development of local partner organisations.</li> <li>• Proven ability in financial risk management</li> <li>• Participation in national and local advocacy forums and initiatives</li> <li>• Proven ability in managing an office</li> </ul>
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>• Oral and written proficiency in Russian</li> <li>• Fluent and competent in written and spoken English</li> <li>• Proven ability to gain respect of CEOs of partner organisations, institutional donors and government representatives</li> <li>• Very good interpersonal and negotiation skills</li> <li>• Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Child Protection Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of second language relevant to Russia.</li> <li>• Ability to develop strategies to influence public policy and undertake local and national advocacy initiatives</li> <li>• Presentation skills</li> <li>• Understanding of effective church mobilisation approaches</li> <li>• Awareness of gender and development issues</li> <li>• Strong IT skills</li> </ul>

<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed evangelical Christian</li> <li>• Demonstrates strong commitment to Integral Mission</li> <li>• Self-disciplined with ability to work proactively, using own initiative</li> <li>• Ability to work effectively in a remote line management relationship, sharing information and seeking guidance where appropriate</li> <li>• Willingness to travel and live in basic conditions</li> <li>• Demonstrates sensitivity and skills in cross cultural communication</li> <li>• A commitment to Tearfund's ten-year Vision and its Mission, Values and Beliefs Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of and interest in international affairs</li> <li>• Ability to demonstrate an interest and involvement in issues of justice, compassion and mercy</li> <li>• Creative and innovative approach to work</li> <li>• Flexible and adaptable</li> <li>• Ability to remain calm under pressure</li> <li>• Ability and commitment to apply biblical principles prayerfully within all aspects of the role.</li> <li>• Team player</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• UK based Country Representatives will travel within the HIA for up to 10 weeks a year</li> <li>• Overseas Country Representatives will travel extensively within the HIA</li> <li>• Post holder will be required to apply for a Criminal Records Bureau Check</li> </ul>	

All candidates applying for a large Country Manager role will be required to have additional experience and skills in the following areas:

1. Significant proven experience in people and office management
2. Substantial leadership experience in an organisation working on development programmes or issues, or with church based responses addressing related community development issues
3. Significant experience in negotiating, implementing and reporting on large donor-funded (institutional) projects.
4. Some experience in developing or implementing national and/or local level advocacy or public policy programmes.