

TEARFUND JOB PROFILE

ROLE	DMT PROGRAMME DIRECTOR – SMALL PROGRAMME
PROGRAMME	DMT ZIMBABWE
LOCATION	HARARE
DATE REVIEWED	November 09

PART 1 – JOB DESCRIPTION

1. MAIN PURPOSE OF JOB

To lead the Disaster Management Team (DMT) programme in Zimbabwe in accordance with Tearfund and DMT policy and strategy for the country of assignment.

2. LINE MANAGEMENT / POSITION IN ORGANISATION

- DMT Grade A1.
 - Reports to the UK Operations Manager.
 - Manages the programme, through a senior management team.
 - Liaises closely with UK staff: Operations Officer, International HR Advisors, Technical Support Officer, Programme Funding Advisors, DMT Financial Controller, Sector Advisers and, when appropriate, Regional Team members.
 - Liaises closely with senior officials of organisations and government based in country of assignment.
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3. DIMENSIONS AND LIMITS OF AUTHORITY (*under review*)

- Approve expenditure up to £50,000.
 - Sign cheques up to £10,000.
 - The above is subject to changes in the Disaster Management System.
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4. DUTIES AND KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

Programme Strategy and Planning (20%)

- Lead the development of in-country strategic planning processes (in accordance with Tearfund's corporate approach to Disaster Management).
- Define priorities, mission purpose, strategic goals and programme objectives. Communicate amongst all staff to create mutual understanding and ownership.
- Overall responsibility for the development and outworking of programme implementation plans and schedules.
- Maintain ongoing surveillance of emerging socio-economic-politico developments and emerging humanitarian situations.
- Contribute towards the development of Tearfund and DMT strategy and policy through attendance at the UK annual Programme Directors and Staff Conference.

Corporate Policies, Management Systems and Procedures (5%)

- Ensure all Tearfund's work in country is in accordance with Tearfund's Purpose, Basis of Faith and Core Values Operating Principles.
- Ensure all operations are implemented in accordance with internal management systems, policies and procedures (e.g. PIM / DMS).
- Ensure all aspects of country operations are compliant with host country legal, contractual and statutory requirements.
- Ensure that systems and procedures comply with relevant donor regulations.

Project Cycle Management (10%)

- Oversee participatory needs / capacities assessments, situation analysis, design and project proposal / budget preparations for institutional and private funding
- Overall management and implementation of disaster management programme interventions, including ensuring adequate performance monitoring and reporting systems in accordance with donor requirements.
- Identify and secure bi-lateral / multi-lateral donor funding in accordance with budget targets and maintain healthy project proposal pipeline.
- Direct all project reviews and evaluations as appropriate.
- Ensure the timely provision of situation updates, monthly, quarterly and annual progress and fundraising reports to Head Office in accordance with agreed performance indicators and reporting formats.

Financial Management & Accounting (10%)

- Oversee the establishment and maintenance of Tearfund Standard Financial System and procedures.
- Responsible for the programme budget and oversight of delegated budgets

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- Review the monthly management accounts with the Finance Manager.
- Ensure compliance with donor accounting and reporting requirements.
- Oversee all programme financial resources.

Team Management (5%)

- Lead and manage the senior management team, encouraging effective team work and providing supervision, guidance and mentoring.
- Ensure that all staff within the senior management team understand their individual and collective responsibilities for security, safety and well being.
- Conduct 6-monthly performance appraisals for senior management team members, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Conduct exit interviews, disciplinary and grievance procedures, as required, for the senior management team.
- Ensure that the team respects local cultural customs and norms.
- Where appropriate provide pastoral support to the members of the team.

Spiritual Leadership (5%)

- Responsible for the spiritual leadership of the senior management team; to support their spiritual well being and encourage adherence to Tearfund's Christian distinctiveness.
- Responsible for the support of all members of the senior management team in their own spiritual leadership roles.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

In countries where Tearfund needs to employ non-Christian staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

Personnel Management for the Programme (10%)

- Lead the DMT, create the conditions for effective teamwork and encourage strong commitment to Tearfund values and operating principles.
- Establish and maintain the necessary management team and organisational structure in accordance with relevant DMT Grading Structure.
- Delegate and monitor responsibilities to line managers, where appropriate. In particular :
 - Oversee the Security Officer and the Health and Safety Officer to ensure the security and well being of all staff (including monitoring of compliance with the programmes security plans and health & safety procedures).
 - Oversee the HRistration Manager to ensure that :-

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- Legal context, local practice and Tearfund policy (including the People In Aid Code of Good Practice) are considered on matters of employment practice (including salaries) for national staff.
- UK management receive timely staff requisitions, together with clear job descriptions and person specifications.
- Oversee staff resource planning and training for expatriate and national staff .
- Oversee the senior management team to ensure that all staff receive regular performance appraisals and that personal development planning, disciplinary and grievance procedures, de-briefs and exit interviews take place as required.

Good Practice and Institutional Learning (5%)

- Ensure all aspects of the programme are managed and implemented in accordance with signatory codes of conduct and accepted good practice.
- Delegate and participate in project reviews and evaluations and ensure learning is understood and disseminated to field and UK-based stakeholders.
- Create structured opportunities to encourage an openness to learning from all staff and identify issues / themes from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.
- Ensure compatibility with local cultural norms, paying particular attention to gender issues.
- Ensure all relevant audit recommendations are implemented and adopted within ongoing operating procedures.

External Relationships / Representation (20%)

- Establish and maintain constructive working relations with other NGOs, UN agencies, host governments, (including both formal and informal authorities and factions), bilateral and multilateral donors.
- Establish and maintain positive relationships with church and partner organisations and develop collaborative programme strategies as appropriate.
- Build the capacities of selected Tearfund partner organisations, by providing operational support in disaster management, in coordination with the Operations Manager and Regional Teams.
- Direct external policy influencing (advocacy) activities at relevant government, inter-government and non-governmental agencies in consultation with the Public Policy Team in UK.
- Develop constructive relationships with media representatives to build public profile and ensure positive coverage.
- Serve as the principle local Tearfund spokesperson to media groups and external parties.
- Make decisions regarding appropriate interviews, field visits and press statements in consultation with the UK Media Team.
- Ensure there is attendance at relevant interagency technical, sectoral and security coordination networks as necessary.

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Administration / Programme Support (5%)

- Oversee the HRistration Manager to ensure the establishment and maintenance of an effective administrative support function, in accordance with Tearfund's standard operating procedures.
- Oversee the selection, lease and management of appropriate office, residential and other buildings as required.
- Ensure that Tearfund has public liability insurance and ensure that vehicles, staff, buildings and contents insurance is obtained locally where UK cover is not arranged.

Logistics / Technical Support (5%)

- Oversee the establishment and maintenance of secure and reliable telecommunications / information management facilities, and training to ensure staff are familiar with vehicle, radio and other asset usage, procedures and protocols, and that ownership and use of such equipment complies with local laws.
- Oversee all programme assets, delegating responsibility for ensuring that asset management procedures are in accordance with Tearfund policies and procedures.
- Supervise the Logistics Coordinator to ensure that the programme receives timely and effective logistical and technical support.
- Oversee the establishment and maintenance of all logistics infrastructure (warehousing / transport /distributions networks) and associated operating / management systems.

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INFORMATION FOR APPLICANTS

- Tearfund seeks as an organisation to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.
- All staff also take part in devotions, away days and retreats

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PART 2 – PERSON SPECIFICATION

Programme Director (Small Programme)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree and/or equivalent qualification • Security training 	
EXPERIENCE	<ul style="list-style-type: none"> • Proven relief/ rehabilitation sector experience. • Proven experience in the following areas <ul style="list-style-type: none"> ○ People management ○ Project design and management ○ Finance management ○ Strategic planning ○ Implementing and working in accordance with corporate structures, policies and practices. ○ Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct ○ Security management • Experience of leading and facilitating prayer and Bible study groups. 	<ul style="list-style-type: none"> • Logistics, particularly procurement • Development experience • Familiarity with the relevant region • Human resource management • Experience in programme start up
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Fluent English • Leadership skills • Negotiation and representation skills • Analytical & conceptual skills • Problem solving skills • Training skills • Excellent written and verbal communication skills • Strong organisational skills • Ability to learn fast • Computer literate • Administrative skills • Ability to communicate confidently and comfortably about their Christian faith • Ability and commitment to apply biblical principles within all aspects of the role 	<ul style="list-style-type: none"> • Cultivating and managing relationships with local partners and churches

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PERSONAL QUALITIES	<ul style="list-style-type: none">• Committed Evangelical Christian• Humanitarian & Christian motivation• Emotionally and spiritually mature• Team player and team builder• People developer and motivator• Understanding and sensitivity to cross cultural issues• Flexible and adaptable to ever changing environments• Ability to remain calm under pressure• Influential, diplomatic and determined• Willingness to travel and live in basic conditions• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement	<ul style="list-style-type: none">• Networking• Contributing to an evangelical Christian church
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