



# Job Profile

**Position:** Country Director I  
**Employee Type:** Permanent  
**Supervisor:** Regional Vice President  
**Department:** Program

## POSITION PURPOSE:

Provide leadership and strategic direction in the development and implementation of the country strategy. Accountable for all aspects of LWI's work in the country. Communicate the gospel of Jesus Christ by "providing a cup of water in Jesus' name".

## DIMENSIONS:

Direct Reports	3-4
Travel	0%
Budget Management	0

## JOB REQUIREMENTS:

<p>EDUCATION/EXPERIENCE</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in, international development, or equivalent (Master's degree is preferred);</li> <li>• At least 7 years' experience in a senior management position;</li> </ul>
<p>BUSINESS COMPETENCIES &amp; GENERAL SKILLS</p>	
<ul style="list-style-type: none"> <li>• Demonstrated ability to deal decisively with complex situations;</li> <li>• Strategic thinker with clear, comprehensive understanding of the link between operations and business strategy;</li> <li>• Demonstrated ability to implement a country strategy in compliance with organizational strategy and agreed upon standards;</li> <li>• Substantial business acumen in general management, financial management and operations with work experience in the WASH sector;</li> <li>• Strong interpersonal, communication, and customer service skills;</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to train and develop capacity in country-level staff.</li> <li>• Commitment to Christian ethos of development.</li> <li>• Strong planning, community mobilization and inter-cultural communication skills required.</li> <li>• Experience working on grant funded programs in improving the overall health status at the household level through improved water access/quality, sanitation, and hygiene would be desirable.</li> <li>• Strong English language skills including excellent presentation and writing skills and fluency in local language.</li> <li>• Willing and able to travel internally and regionally up to 35 per cent of the time.</li> </ul>

## AREAS OF RESPONSIBILITY

### Strategic direction:

- Lead the design and management of the Country strategy in line with the overall Living Water strategy and relevant to the local context
- Raise the profile of Living Water in country through networking with (external) organizations in-country

- Assess and respond to a changing external environment
- Facilitate alignment of the country program with LWI Regional & Global policies
- Develop or be involved with the national board of directors (where legally required)
- Produce a detailed annual business operating plan that program outputs can be measured against;

**Program Funding:**

Working closely with Regional staff, Global Operations and Development:

- Highlight country specific funding requirements
- Develop and maintain relationships with donors for the diversification of the funding sources of the office
- Follow LWI policies regarding any locally generated revenue;

**Spiritual Leadership:**

- Responsible for ensuring the office culture is centered on a Christian ethos in accordance with LWI mission and values;
- Participate in and lead regular devotional meetings;
- Provide spiritual care for staff;
- Model a high standard of personal Christian leadership, ministry and integrity through lifestyle and work relationships,

**Legal Compliance:**

- Ensure legal compliance in all areas: health and safety, labor laws, taxes, insurance and other local requirements;
- Living Water Policy and Procedure Compliance
- Responsible for ensuring all program areas are following LWI policies and procedures in accordance with LWI published documents such as minimum standards, field manuals etc.

**Financial and Resource Management:**

- Be accountable for budget, resources and assets, ensuring financial controls and cost effectiveness in accordance with LWI mission and values;
- Develop and manage country operating budget including major capital expenditures
- Oversees and ensures compliance with local policies and ethical guidelines and complies with guidelines on procurements, security and other functions
- Ensure planning process to enable country to use available resources in the best way to carry out agreed upon country strategies.
- Promote country funding needs to RVP

**Staff Management:**

- Effectively lead the team within the performance management framework and coach staff/managers.
- Ensure methods of operation and working behaviors are in line with LWI values, policies and are in legal compliance.
- Recruit staff in accordance with local requirements and LWI procedures;

**Security and Risk Management:**

- Be fully accountable at country level for emergency and risk management, develop a plan and ensure staff awareness and compliance

**Corporate Leadership:**

- Act as guardian of the LWI brand in country
- Ensure staff are continuously engaged and aligned with LWI global mission, strategy, values, strategic direction and country plan
- Work with peers across LWI to share knowledge, skills, resources, and networks.

**Oversee program development and grant management**

- Provide strategic leadership and accountability