



VACANCY ANNOUNCEMENT

INTERIM COUNTRY DIRECTOR, DEMOCRATIC REPUBLIC OF CONGO

Women for Women International (WfWI) works in some of the most dangerous places to be a woman. We serve women survivors of war in conflict and post-conflict areas around the world in 8 countries, including Afghanistan, Iraq, DR Congo, Nigeria, and South Sudan. Our core belief is that stronger women build stronger nations; with access to knowledge, resources, and a support network, a woman rebuilds her life and improves her community.

Our model works, and we have the data to prove it. In our 26-year history, Women for Women International has reached over half a million women. On average, the women we work with across three continents earn just \$0.81 daily when we enroll them. At graduation, it's \$2.11, nearly tripled.

Our impact goes beyond income. The number of women who say at least one household member went to sleep hungry in the last four weeks has gone from 18% to 5%. And more women say they speak out against women's abuse: 26% report publicly speaking in the last six months against physically abusing women.

When women have the right tools, they realize the power within themselves to transform their lives, their families, their communities, and finally, their entire nations.

Women for Women International began working in DRC in 2004. We have a head office in Bukavu and a sub-office in Uvira with 40 staff and a budget of over \$2.8 Million. More than 100,000 marginalized women have graduated from our 12-month signature social and economic empowerment program. Many women continue with us as a part of our Change Agent program that supports graduates to work with one another and achieve change on their priority issues at the local and national levels. We have served more than 15,700 men in our Men's Engagement Program.

The Women for Women International (WfWI) country office in the Democratic Republic of Congo (DRC) is seeking to immediately hire an **Interim Country Director** to be based in Bukavu for a period of approximately **five (5) months** to fulfill the head of office functions and responsibilities and to assist in the Country Director leadership transition.

Purpose

The **Interim Country Director** will be responsible for managing the day-to-day work of the country office, leading the senior management team, ensuring the highest quality, integrity, and efficiency of programs and operations, helping to foster empowerment and accountability in the workplace, and representing the organization at the country level.

Duties and Responsibilities

Engagement

Fundraising & Representation

- Develop fundraising opportunities and cultivate new donor relationships in collaboration with the global Business Development team.
- Develop and maintain working relationships with local and international partners, relevant government agencies, and community leaders.
- Lead and represent the organization to external audiences and stakeholders, including the INGO Forum Executive Committee.

Human Resources Management:

- Ensure that systems and processes are in place and adhered to for recruitment, compensation and benefits, labor law & taxation compliance, staff health and safety, staff training and development, employee relations, and performance management.
- Directly supervise the Senior Program Manager, Senior Operations Manager, M&E Manager, BHA Project Manager, and PCC & Administration Manager, in line with the WfWI Performance Management Guidelines, including the setting of annual performance objectives and development plans, annual performance appraisal and regular 1:1 meetings regarding progress throughout the year.
- Participate in hiring all senior manager-level positions as needed.
- Empower staff daily to ensure high performance in implementing the organization's strategic direction, including mission, vision, and goals.
- Help to unify staff and foster an open, supportive environment.
- Provide opportunities to improve staff performance, including training, professional development, and effective work structuring.
- Create, communicate, and periodically review office-related policies, strategies, and plans

Delivery***Program Management***

- Ensure that all aspects of the WfWI core program, including delivery of sponsorship funds and training in life skills, business skills, and vocational skills, and any pilot projects are implemented per organizational mission and guidelines.
- Ensure that all data collection, monitoring, evaluation, and reporting on any aspect of the program is conducted promptly and according to the highest possible standards.
- Work closely with the senior managers on all aspects of programming to ensure efficiency and accountability and to appropriately address challenges as they arise.
- Ensure effective grant management, budget utilization, and fulfillment of annual targets.

Strategic Oversight and Compliance:

- Provide strategic advice for designing and successfully implementing all programs.
- Ensure country office compliance with all organizational policies, procedures, and program guidelines.

Financial Management:

- Ensure that proper financial systems and controls are developed, maintained, and verified.
- Provide substantive contribution where appropriate to all aspects of Country Office financial management, including; managing costs to budget, financial and grant reporting, and related areas.



- Ensure that finance staff is adequately trained and that all team understands policies and procedures regarding cash, procurement, etc.
- Work with senior managers to develop new budgets and monitor existing ones.
- Oversee the annual planning and budgeting for the country office in collaboration with senior staff and GSC and alignment with the DRC strategic plan.

Knowledge, Skills, and Abilities

- Master's Degree in Development or relevant field (or Bachelor's Degree and 15+ years experience in lieu of advanced degree)
- At least 15 years of work experience
- A minimum of 5 years experience at the senior management level
- Ability to advise, coach, mentor, and motivate staff in a participatory management style.
- Demonstrated skills and experience in financial management, human resource management, logistics, and general program management.
- Exceptional verbal and written communication and interpersonal skills;
- Strong problem-solving and analytical skills;
- High level of maturity and personal integrity;
- Understanding of the work of NGOs in the social, political, and economic context of DRC
- Understanding or work experience in conflict-affected areas (DRC or another country)
- Fluency in English and French; local language skills an added advantage;
- Strong computer skills in Microsoft Word, Excel, and PowerPoint.

Others

Adhere to WfWI's Code of Conduct, Safeguarding policies, and organizational values of Empowerment, Integrity, Respect, and Resilience. <https://www.womenforwomen.org/our-mission>

Application Instructions

Kindly send your application by the closing date of **December 12, 2022**.

This position is located in **Bukavu, DRC**. We will be reviewing applications on a rolling basis, so please apply at your earliest convenience through our career page here: <https://www.womenforwomen.org/about-us/careers>.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.