JOB DESCRIPTION

Job Title:	Country Director
Place of Work:	Dili, Timor-Leste
Reports to:	Director of Policy & Programs, WaterAid Australia

Area of Responsibility:	WaterAid Timor-Leste Country Program
Budget:	Entire Country Program Budget (around AUD1 to 3 million per year)
Direct Reports:	Operations Director, Technical Programs Manager, Policy and Program Quality Manager
Team Memberships:	WATL Senior Management Team, WATL HR Panel, R3AL Team (Regional Management Team),
Documentation & Reports:	Manage mandatory internal reporting (quarterly, annually, as required), ensure quality of donor reporting and external communications pieces

Introduction

WaterAid is an international not-for-profit organisation. Our vision is a world where everyone everywhere has access to safe water, sanitation and hygiene (WASH). Our mission is to change lives by improving access to safe water, sanitation and hygiene.
WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through governments and other key sector actors to secure and protect the right of poor people, to safe, affordable, water and sanitation services.

Everything we do is shaped by six values: Integrity, Respect, Collaboration, Courage, Accountability, and Innovation. These values define our culture and unite us globally across the many countries in which we work. The values and standards we uphold are highlighted in

our Global Code of Conduct available at www.wateraid.org/uk/publications/global-code-of-conduct. All roles within WaterAid are required to comply with our Global Code of Conduct.

WaterAid is a child-safe organisation and we are committed to protection from sexual exploitation and abuse in everything we do. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all roles within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.
Successful candidates will also be asked to undergo police and other integrity checks.

Position Summary

As our inspiring and innovative Country Director (CD) you will provide leadership to the Country Programme (CP) and contribute to the regional and global leadership of WaterAid. The CD achieves this by steering the direction of the CP, empowering, and developing staff and partners and influencing public and private institutions on the impact that improvements in safe water and improved sanitation and hygiene can make to the poorest and most excluded - therefore contributing to wider poverty reduction and human development.

This position involves championing, monitoring and reviewing the implementation of our WaterAid Timor-Leste Country Strategy (2023-2028) and will lead the development of the next strategy. The Country Director is accountable for ensuring that WaterAid Timor-Leste achieves its strategic objectives and has effective operations in order to promote and secure people's rights with regards to access to safe water, improved hygiene and sanitation.

A key goal for the Country Director will be supporting staff on their leadership journeys and maintaining a strong team culture.

Key Accountabilities

1. **Development, Implementation and Monitoring of Country Strategy and Associated Programs (50%)**

    - Development and implementation of the Country Strategy, based on country context and Global Strategy
    - Design and implementation of programs and associated projects ensuring the adherence and alignment with WaterAid's core approaches.
    - Ensure continuous learning and knowledge management that supports the generation of evidence to improve program design and inform advocacy
    - Ensure local, national and global representation for advocacy and policy engagement
    - Development of partnerships, engagement with external stakeholders and external communication activities in country to further strategic aims and maximize impact and sustainability
    - Monitoring and measurement of strategic and programmatic indicators

- Ensure implementation and adherence to WaterAid's Safeguarding Policies and procedures across project design and implementation

2. **Resource Mobilisation and Management (20%)**

- Shared accountability for the mobilisation of funds through engagement with external donors and consortia partners, development of funding proposals and negotiation and management of contracts in collaboration with WA Australia and other federation member fundraising teams
- Effective financial management, including development and monitoring of organisational budget and adherence to core financial assurance procedures
- Design and implement organisational structure and ways of working required for effective program implementation.
- Recruit, engage and manage staff in country in line with organisational policies and local employment laws. Develop talent for the future.
- Define CP support needs, timely request and manage the support through WAAus and other WA Federation support options
- Promote a safe and inclusive culture for all WATL Staff, ensuring the application of Safeguarding and other people related policies and processes

3. **Compliance and Quality Assurance (15%)**

- Ensuring adherence to all internal processes relating to planning, monitoring, evaluation and reporting
- Ensuring adherence to program quality standards as well as adaptation and implementation of programmatic approaches, frameworks, tools and guidelines agreed at organisational level
- Responsible for adherence to all other standard operating procedures in line with organisational policy in areas such as financial management, funding, procurement, security, safeguarding and human resource management. Ensure relevant required roles are in place (eg Safeguarding Focal Points etc)
- Ensuring organisational compliance with donors and meeting national standards

4. **Risk Management (10%)**

- Ensure collaborative development, monitoring and regular updating of country risk register, encompassing all significant internal and external risks
- Management and mitigation of associated risks, with particular attention paid to risks relating to organisational reputation, security of staff and partners as well as issues of safeguarding.
- Request and manage any required support for risk mitigation from wider organisation via Regional Team

5. **Contribution to Global Initiatives and Support Services (5%)**

- Use evidence and learning generated from programs to contribute to global research, learning and influencing agendas.

- Provide support on areas where Country Program has comparative advantage or has developed a specialist skillset to other Countries/Teams.
- Representation in and contribution to WA's Global initiatives.

Qualifications, Skills & Attributes (Key Capabilities/Selection Criteria)

Knowledge, Skills and Experience	• A sound understanding of international development (policy and program), systems approaches and human rights especially around WASH in WATL. • Track record of leading and managing diverse & multi-disciplinary professional teams • A strong commitment to equality and social inclusion, diversity, and development. • High compatibility to WaterAid Global Code of Conduct and ways of working. • Ability to plan own work, setting priorities and completing it under pressure or when faced with competing demands. • Demonstrating resilience and adaptability in personal leadership style and working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation. • Proven leadership and empowering management style building trust and diverse inspiring high performance. • Ability to develop and implement long term strategic country plans and translate into time bound operational plans involving finance, operations, and programming. • Track record of developing strategic and operational partnerships with national and international NGOs, leading, or working as a member in a consortium, and government authorities for program, policy or advocacy interventions. • Successful engagement with national governments, bilateral and multi-lateral agencies on programming and influencing with a track record of successful.
Education	• Post Graduate Qualification related to Development, Management, or WASH
Personal qualities	• Commitment to WaterAid' values and standards of safety of children and protection from sexual exploitation and abuse in all our activities • A passion for and interest in understanding the iNGO sector and WaterAid. • Find creative solutions and innovations for program challenges • Demonstrate tact and sensitivity to manage team and external stakeholders • Manage risks related to program implementation • Manage deadlines and demonstrate high levels of accountability • Demonstrate transparency, high ethical standard in program and financial decisions. • A strong commitment to gender sensitive, inclusive and pro-poor development work. • Commitment to Safeguarding and Child Safeguarding and to WaterAid's values • Willingness to work within an organizational framework in the spirit of mutual trust and respect.

To Apply

WaterAid welcomes applications from Timorese Nationals only.

Please submit an application to recruitment@wateraid.org.au by 9am Monday 14th December, with the subject line **Application – WATL Country Director.**

Applications for this position must include a resume and a cover letter (max 2 pages) addressing the above Qualification, Skills and Selection Criteria.

Only shortlisted candidates will be contacted.