



**WATER FOR PEOPLE**

**JOB DESCRIPTION**

**Closing date – August 6<sup>th</sup> 2010**

<b>Position Title: <i>Regional Manager – Africa</i></b>	<b>Grade: Exempt</b>	
<b>Department: <i>International Programs</i></b>	<b>Supervisor's Title: <i>Director of International Programs</i></b>	
<p><b>Scope of Responsibility:</b></p> <p>The Regional Manager is the most senior Water For People staff member in Africa. As such s/he is ultimately responsible for managing all aspects of Water For People's work in the continent. Currently there are programmes in Malawi, Rwanda and Uganda. S/he is responsible for ensuring that the 2007-2011 WFP Strategic Plans are implemented, and supporting the development of new strategies in line with Water For People's overall strategy and policy objectives. The Regional Manager is responsible for effective management of Water for People funds and equipment, and ensuring that offices have established, appropriate systems for financial, programme and human resource management. S/he will provide leadership for regional advocacy and learning programs and manage a wide range of external relationships at the regional level, in particular those with pan-African agencies. S/he will serve as liaison between Water For People-Denver, and the three programmes in Africa. Water For People expects its Regional Manager to adopt a collaborative management style, but to ultimately make necessary decisions.</p>		
<p><b>Specific Duties:</b></p> <p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Lead and Monitor the implementation of the 2007-2011 Strategic Plans.</li> <li>• Support the production and implementation of 3-year rolling plans, budgets and a master plan of operations to carry forward the Strategic Plans, in each country of operation.</li> <li>• Undertake any sector review and/or thematic research in preparation for the next programming cycle.</li> <li>• Support the development of new Strategic Plans for each office in the region, during 2011</li> </ul> <p><b>External Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Represent Water for People in Africa and play a part in hosting official visitors to the Water for People programs.</li> <li>• Strengthen relationships with partner organizations, NGOs, government agencies, donors, bilateral and multilateral agencies in Africa.</li> </ul>		

- Identify and develop in-country funding opportunities for further program work.

### **Internal Management**

- Act as line manager for Country Coordinators in the region (Malawi and Rwanda), and support project based work in Uganda.
- Line manage regional finance manager (vacant) and regional technical adviser positions.
- Implement the country's standard working procedures in line with Water For People's overall policies where appropriate.
- Implement Water For People's financial controls and verify that all in-country staff follow the requirements of those controls.
- Communicate via email with Director of International Programs, on a weekly basis, and have a verbal conversation (at least) every month.
- Serve as the focal point person for all *World Water Corps* activities within the region
- Contribute to Water For People's overall program and policy discussions, at a global level.

### **Learning and Reporting**

- Promote a learning environment among Water For People's partners and staff in Africa.
- Develop the capacity of Water For People staff and partners to document their experience for learning and advocacy purposes. Personally, produce at least one substantive article on the work in the region per year
- In co-operation with partners, develop innovative and experimental approaches to water, sanitation, and hygiene programs within the region, which contribute to Water For People's learning and advocacy agendas.
- Ensure the quality and timeliness of reports, by coordinating and managing the preparation of monthly accounts for Water For People-Denver, from each office.
- Ensure the timeliness and quality of reports, by coordinating the production of bi-annual narrative reports (May and December) and specific reports for fundraising purposes as and when requested by Water For People-Denver.

### **Accountabilities and Compliance**

- Ensure compliance with applicable in-country rules and regulations related to in-country staff and property (e.g., taxes, insurance, etc.), with documentation being provided to WFP-Denver.
- Ensure that Water for People is meeting all its statutory requirements, in meeting the terms of its registration in all countries of operation, in the region.
- Ensure individual projects are kept within budget and that program expenditures remains within the annual budget allocation.
- Undertake quarterly financial reviews with all budget-holders in the country to monitor expenditure against budget, provide financial information to in-country staff and partners on project implementation, and ensure that overall project expenditure is on track.
- Immediately report any financial irregularities to your supervisor.

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### **Job Specifics:**

- Three year employment agreement, renewable based on mutual consent, with six month probationary period.
- Travel to countries within the region several times per year
- Travel to Denver or other sites for organisational meetings
- Travel to other events as needed

**Water For People Regional Manager - Africa  
Person Specification**

The following points will be used to assess candidates for the post:

**Education**

Essential	Desirable
Degree or professional qualification in a relevant subject (for example, engineering, development studies, community health).	Post graduate qualification in a social development subject.

**Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Minimum of ten years senior program management experience in Africa, including financial management and budgetary control, and direct line management of staff.</li> <li>• Understanding of technical, social and institutional issues relating to water, sanitation and hygiene education in developing countries.</li> <li>• Significant experience of community based development projects, and understanding of community and private finance in enabling service delivery.</li> <li>• Experience of implementing projects through government and NGO partners.</li> <li>• Proven leadership and staff management skills.</li> <li>• Relationship building, including experience in developing relationships with government and donor agencies at a senior level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in Africa.</li> <li>• At least ten years senior managerial experience.</li> <li>• Significant experience in community-based water supply, sanitation and hygiene promotion projects.</li> <li>• Experience in participative monitoring and evaluation approaches.</li> <li>• Experience in research methodologies, documentation of best practice and advocacy programs.</li> <li>• Experience in managing change.</li> </ul>

### Knowledge and skills

Essential	Desirable
<ul style="list-style-type: none"><li>• Ability to think clearly and analytically.</li><li>• The financial ability to create and manage budgets.</li><li>• A sound knowledge of financial control procedures.</li><li>• Ability to communicate clearly in both spoken and written English.</li><li>• Ability to plan own work, setting priorities and completing it under pressure or when faced with competing demands.</li></ul>	<ul style="list-style-type: none"><li>• A good understanding of participative hygiene promotion approaches and methodologies.</li><li>• Ability to develop innovative approaches to development problems.</li><li>• Ability to use computers both for word-processing and spreadsheet packages.</li><li>• Ability to drive (driving license or equivalent).</li></ul>

### Personal qualities

Essential	Desirable
<ul style="list-style-type: none"><li>• A strong commitment to gender-sensitive, pro-poor development work.</li><li>• A commitment to Water For People's approach and values.</li><li>• Ability to motivate and lead a multi-disciplinary team.</li><li>• Collaborative and flexible management style and willingness to learn from others</li></ul>	

**Application Procedure:** Anyone wishing to apply for this job should please read the job description carefully and send the following documents to Michael Wills at [water@oxfordhr.co.uk](mailto:water@oxfordhr.co.uk) .

\* a curriculum vitae (of no more than 2-3 sides of A4)

\* a covering letter (of no more than 2 sides of A4) explaining why you believe your skills and experience make you suitable for this position and specifically how you meet the specific duties and person specification in the job description plus details of your current salary package

\* a completed Oxford HR Registration Sheet (OxHR) giving contact and referee details, downloadable from the [Oxford HR website](#)

*Please send in the requested documents saved in Word in the following format: First Name, Last Name, Document Name, Vacancy and Date (mmyy) e.g. Michael Wills CV Water 0610; Michael Wills Cover Letter Water 0610; Michael Wills OxHRReg Water 0610.*

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