JOB DESCRIPTION

Job Title: Country Director  
Location: Yangon, Myanmar  
Reports To: Asia Programmes Director  
Direct Reports: Country Finance Manager, Country Technical Coordinator, Technical Coordinator, Survey Coordinator, Senior Technical Officer, Area Coordinator

Background:
Malaria Consortium is one of the world’s leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of individuals, but also the capacity of national health systems, which alleviates poverty and improves economic prosperity.

Malaria Consortium is actively supporting the national malaria control program in Myanmar since 2008 and has established a permanent presence in Yangon in 2013. The country office is the base for all operations in Yangon. One staff member is working out of the office of NMCP in Nay Pyi Taw. Malaria Consortium has received a contract to implement the first nationwide Malaria Indicator Survey and has grown rapidly in the last 12 months.

Job Purpose:
The Country Director is responsible for providing strategic, programmatic, fundraising, financial, administrative and management support to ensure the success of the Malaria Consortium Myanmar programme.

Key Accountabilities:

1. Representation and Coordination
- Act as principal liaison for Malaria Consortium with the government and donor agencies on contractual and programmatic issues, ensuring financial and programmatic accountability.
- Provide high level representation (directly or through designated technical staff), at key governmental meetings as well as at donor, UN and NGO coordination fora.
- Consolidate and expand Malaria Consortium Myanmar partnerships with MoH, bilateral and multilateral organisations, research institutions, private sector and civil society.
- Advocate for increased attention and resources for malaria, dengue and other communicable disease control and elimination in Myanmar.
- Ensure effective linkages between Malaria Consortium Myanmar other Malaria Consortium country offices, Asia Regional office and the UK office, including support to

Last updated 16/11/2015
2. Delivery of High Quality Programmes

- Oversee preparation of annual work plans and budgets and quarterly project reviews for delivery of high quality programmes.
- With support from senior technical staff, oversee the detailed planning and implementation of Malaria Consortium projects, ensuring the technical quality and timely delivery of all programme and project outputs and deliverables.
- Work with programme staff to identify support needs and help them mobilise support from regional /UK teams or consultants.
- Review regular donor and government reporting to ensure that performance indicators are being achieved and that corrective action is taken where improvement is needed.
- Ensure final review of project activities are properly documented and internally and externally disseminated.

3. Administration/Finance

- Assist the Country Finance Manager in overseeing and ensuring good financial controls, adherence to internal and donors processes and policy, monitoring of budget to actual expenditure and development of accurate and timely financial reports.
- Oversee national payroll and ensure compliance with statutory regulations.
- Ensure, with support from relevant functions, Malaria Consortium policies and procedures are compliant with national law and donor contracts.
- Ensure that Malaria Consortium employees are aware of, trained in and adhering to Malaria Consortium’s policies and regulations.

4. Overall management of the Malaria Consortium Myanmar Staff and Other Resources

- Provide management support and oversight to senior programme, finance and operations staff.
- Ensure that internal and external project, management and financial reports are submitted on time.
- Manage and review as required operational systems and coordination between Malaria Consortium in Yangon and operations in Nay Pyi Taw.
- Ensure project grants and contracts are efficiently and accurately managed and there is full accountability of resources and transparency of financial information.
- Review on regular basis staff strength in order to have at all times an optimum team size for efficient programme delivery and support; plan and ensure timely recruitment of staff.
- Ensure all HR requirements relating to national law and Malaria Consortium policy are met, including overall responsibility for the setting of staff objectives, monitoring of performance, review of performance prior to completion of probationary period and staff development.
- Work with Malaria Consortium’s Global Management Group and other Country Directors to identify and address challenges and opportunities.

5. Security and Risk Management

- Assume overall responsibility for the safety and security of Malaria Consortium staff, assets and reputation.
- Ensure Malaria Consortium security plans and procedures are up to date and fully adhered to.
• Ensure security focal points are aware of their roles and able to deliver on their responsibilities.
• Provide security training opportunities to existing and new staff.
• Ensure offices and mobile field teams are equipped with the tools required to live and work in a safe and secure environment.
• Monitor available security information and ensure security focal points are attending all security coordination meetings to help prevent security incidents from occurring.
• Establish contingency planning exercises in anticipation of major events, to provide requisite security whilst minimizing programmatic disruption.

6. Strategic Planning and Business Development
• In consultation with Malaria Consortium’s senior regional and technical teams, work with field and country teams to identify gaps and areas of strategic interest of Malaria Consortium programming and pro-actively develop country strategies and proposals for funding that responds to Malaria Consortium’s five year strategy.
• Track in-country donor funding streams to identify opportunities in areas of strategic interest to Malaria Consortium in order to further develop and sustain the Myanmar programme.
• Provide support in drafting, reviewing and/or submitting funding proposals, as agreed with the Asia Programme Director.
• Undertake additional tasks as assigned by the Asia Programmes Director.

PERSON SPECIFICATIONS
Qualifications and Experience:
Essential:
• Postgraduate degree in international health or relevant discipline
• Strong written and verbal communication skills in English
Desirable:
• Experience in Public Health programming

Work Based Skills and Competencies:
Essential:
• Extensive work experience as a Country Director, project director or team leader in international health in developing countries, preferably in South East Asia
• Extensive experience in human resource management and supervision
• Extensive experience in financial management and budgeting
• Understanding of donor requirements, including DFID and USAID
• Proven track record in resource mobilisation/business development
• Creativity, with experience funding activities in ways that both cover costs and generate operating margins
• Willingness to undertake travel at short notice.
• Ability to work effectively and sensitively in developing countries.
• A collaborative and flexible style, with a strong service mentality.
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