



# VT Country Representative Job Description

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**Role:** Country Representative

**Region / Country:**

**Name of Representative:**

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**Role of the immediate supervisor:** Programme Director for

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## **Main responsibilities:**

1. Representation of Pestalozzi Children's Foundation (PCF) in
  2. Strategic Development of the Country Programme in
  3. Management of the Country Programme
  4. Oversight of Financial Management
  5. Management of Country Programme Staff
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## **Main duties and tasks:**

### **1. Representation of PCF**

- Develop and strengthen relationships with Operational Partners, the national government and authorities (particularly the Ministry of Education), international and local organisations, UN agencies, networks and media in common cause with PCF;
- Develop and strengthen the advocacy strategy and plan in the area of basic education;
- Represent PCF in strategic meetings, conferences, forums and other public events and contribute towards consolidating and raising the profile and visibility of PCF;
- Ensure that the Operational Partners respect PCF policies and values;
- Contribute and participate in regional networking and coordination of the programme together with the other Country Representatives in the region;
- Contribute and participate in the regular PCF regional meetings in order to liaise with and provide technical assistance and support to the other Country Representatives in the region.

### **2. Strategic Development of the Country Programme**

- Identify and assess potential Operational Partner organisations under the guidance of the Programme Director for and in accordance with the Country Programme strategy;
- Lead on context analysis and keep abreast on socio-economic and political changes and developments in the environment relevant to the Country Programme and ensure timely reporting to the Programme Director for ;
- Ensure regular analysis of the education sector policies and child rights' developments in collaboration with the Education Officer;
- Manage and oversee potential risks identified in collaboration with the Education Officer.
- Provide leadership in the development and implementation of the PCF Country Programme strategy in line with the overall PCF Strategic Plan, the context in the country/region and the programming approach;
- Coordinate with staff the annual planning and budgeting as per organisational guidelines;
- Ensure that participatory systems and processes for monitoring activities, results and impact assessment at programme level are in place and involves the team and partners;
- Coordinate the production of semi-annual and annual quality programme reports in line with PCF and donor requirements, especially the Swiss Agency for Development and Cooperation (SDC);
- Ensure that experiences and best practices are documented and shared across the organisation.

### **3. Management of the Country Programme**

- Develop projects with Operational Partners in accordance with the Results-Based Management framework and ensure PCF guidelines are understood effectively;

- Follow up and monitor the implementation of projects, according to the objectives, activities and budget planned, through regular field visits to the projects and partners;
- Ensure that the narrative project reports document achieved results and that the financial reports allow transparent control of expenses;
- Organise and ensure content inputs to partners in access to quality basic education, intercultural education, child rights and technical support in project management (directly, through Education Officer or through external consultants);
- Ensure implementation and adherence of the PCF Child Safeguarding Policy and PCF Prevention of Sexual Exploitation, Abuse and Harassment Policy at the Country Programme level;
- Raise concerns and report incidents to the Country Office's Safeguarding Focal Point;
- Identify and coordinate capacity development objectives and activities for partner organisations;
- Ensure the selection, preparation and follow up of the participants to PCF supported capacity development courses;
- Ensure sound project evaluations take place and contract the evaluator in collaboration with the Policy and Evaluation Advisor and the Programme Director;
- Approval of operational plans and reports (narrative and financial) of projects based on the project-planning documents;
- Oversee project-specific audit processes and ensure recommendations are implemented with the support of the Finance and Administration Officer.

#### **4. Oversight of Financial Management of the Country Office**

- Ensure effective implementation of and compliance with PCF's financial policy and procedures;
- Oversee the development and implementation of annual country programme budgets;
- Ensure that adequate internal control mechanisms and budget monitoring processes are in place with the Finance and Administration Officer;
- Review accuracy of accounts and cash balances on a monthly basis and carry out periodic checks;
- Support the annual audit process, write the management letter responses and ensure the recommendations are implemented with the support of the Finance and Administration Officer;
- Ensure the preparation, accuracy and timely submission of financial reports and ensure compliance with all aspects of PCF policies and donor funding;
- Check and verify all inventories and promote efficient management of organisational assets.

#### **5. Management of Country Programme Staff**

- Ensure compliance with PCF's human resources policies and the national labour laws in collaboration with the Finance and Administration Manager at PCF Headquarters;
  - Coordinate the objectives and development of staff in line with strategic directions of PCF;
  - Provide coaching and counselling advice to staff when necessary and lead initiatives to develop staff capacity;
  - Organise regular meetings with staff for the purpose of exchanging information, coordination and learning;
  - Recruit Country Programme staff with the support of the Programme Director and the Finance and Administration Manager at PCF Headquarters;
  - Conduct probation and annual assessments of Country Programme staff;
  - Oversee and ensure sound HR administration (payroll, personnel files, submission of documents to the PCF Headquarters, etc) by the Finance and Administration Officer;
  - Develop and update security and safety procedures and ensure adherence and awareness is maintained throughout the Country Programme;
  - Take the lead on decision making and contingency planning during security incidents or threats and report to the PCF Headquarters.
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### **Relationships with other staff members**

- Work in collaboration with staff of various departments at PCF Headquarters, in particular the Programme International and Marketing and Communications;
- Collaborate and share information with other Country Representatives.

### **Accountability**

- Supervision: Works independently and reports to the Programme Director for ;
  - Decision Making: Has responsibility of decisions at country level in line with institutional policies and procedures as well as national laws;
  - Responsibility over assets: Overall responsibility for the Country Programme budget, all organisational resources and assets;
  - Leadership and People management: All staff and consultants hired in the country.
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## **Requirements**

### **1. Professional qualifications**

- Master degree in social sciences, development, education, management or other relevant field;
- Minimum of 12 years working experience in the field of development and cooperation; 4 of which should be at senior management level;
- Proven record of successful programme management experience (at least 5 years), implementation of strategic plans and experience of project development with partners in the INGO sector;
- Excellent knowledge and experience in Result Based Project Cycle Management;
- Professional background and/or working experience in basic education;
- Experience in the field of intercultural education and child rights;
- Excellent knowledge on the political context of with proven record of building and managing effective partnerships and strategic alliances, including with senior governmental officials;
- Experience in financial planning, budgeting and efficient use of financial resources;
- Demonstrated leadership skills and experience in people management;
- Excellent reporting and writing skills;
- Languages: fluency in oral and written English, and the official or national language(s) of the country;
- Very good knowledge in PC Office applications (Word, Excel, Outlook).

### **2. Personal qualifications**

- Result-oriented individual with excellent intercultural and interpersonal competencies
  - Strong leadership, negotiation and communication skills
  - Able to represent PCF in the country
  - Independent, committed, innovative and motivated
  - Reliable, accurate and methodical
  - Able and willing to learn
  - Able and willing to work with a team
  - Willing to spend time in the field, including remote areas
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