**JOB DESCRIPTION**

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| **Job Title:** | Head of Region (with responsibility for Humanitarian response) |
| **Organisation:** | Gorta-Self Help Africa (GSHA) |
| **Department:** | Programmes |
| **Location:** | Dublin |
| **Contract Type:** | Permanent contract |
| **Reports to:** | Programmes Director |
| **Purpose:** | The role involves management and oversight of Gorta-Self Help Africas/Self Help Africa’s operations in Malawi, Zambia and West Africa (Burkina Faso, Togo & Ghana).  You will ensure that the organisation is responsive, generates real impact, delivers value for money, learns and continually improves its work on behalf of some of the world’s poorest people.  This role will lead a regional programme, meet strategic objectives on food, nutrition, income security and agri enterprise development and deliver on the organisation’s new commitment to fragile locations and humanitarian response. |
| **Key Responsibilities:** | **Role Specific**  The Head of Region is responsible for the management of operations in the assigned region and oversees the implementation of programme strategy across assigned countries. The role also encompasses responsibility for the organisation’s humanitarian response. You will ensure that GSHA makes a real difference to people’s lives.   * Oversight of Programme activity in assigned countries. * Ensure programme direction is compliant with overall strategy and policies and builds on internal learning and good practice. * Ensure clear programme approaches are implemented across country programmes and follow a coherent analytical framework / theory of change. * Ensure participatory processes and sound partnership approaches are embedded across the country programmes. * Ensure Country Offices have optimal operational and technical capacity to effectively deliver on programme commitments. * Ensure effective coordination of support and communication between Head office and Country Offices. * Responsibility for developing budgets and resource management in the assigned region, coordinating with the Programmes Director and Programme Finance team to allocate and monitor utilisation of resources to achieve value for money. * Responsibility for project approval, monitoring and review and budgets. * With the Programme Funding team identify opportunities for and drive resource mobilization for countries in assigned region and for humanitarian response * Support Country Directors in generating new business through networking and promotion of GSHA through donor and business networks. * Identify opportunities for research, learning or innovation initiatives that can be piloted and / or scaled. * Explore opportunities for expansion within the West Africa region. * Represent GSHA and be able to clearly articulate Programme strategy. * Donor liaison and relationship management.   **Humanitarian**   * Establish humanitarian strategy and policies * Work to establish a humanitarian infrastructure and response capacity * Oversight of humanitarian responses in all country operations * Build cohesion with the wider Programmes team between development and humanitarian work, linking it to resilience and ensuring niche capacity in agriculture, food and nutrition   **Other**   * Any reasonable duty may be assigned that is consistent with the job and its level of responsibility * Ensure full cost recovery * Deliver on strategic KPIs * Deliver on agreed outputs and ultimately impact for beneficiaries |
| **Key Relationships:** | **Internal**   * Programmes Director (Line Manager). * Country Directors (Direct Report) * Programme Support Coordinators (Direct Report) * Technical Advisors (Direct Report) * Programme Finance Team * Programme Funding Team * HR * Fundraising and Communications   **External**   * Programme Partners * Donors |
| **Knowledge and Experience** | * Minimum of five years’ experience of working in a mid to large international NGO with at least three years based in Africa * Minimum of three years in a senior management position |
| **Qualifications/Other Requirements** | **Essential**   * Post-graduate qualification or equivalent experience in international development * Fluent French * Excellent communication skills * Proven track record of resource mobilisation * Strong ICT skills including experience of management information systems (Salesforce preferable) * Commitment to the vision and values of GSHA * Ability to work as part of an international team across jurisdictions and cultures and can manage remotely * Work with minimum supervision and take initiative * Ability to analyse data, solve problems and take corrective action * Willingness to travel up to 30% of the time |
| **Role Competencies** | * **Managing yourself** – Awareness of own abilities and areas for development; adapts and uses abilities to work well with others and to help achieve objectives. * **Leadership** – Acts to inspire others by clearly articulating and demonstrating the values and principles that underpin work. Holds a sense of pride in Gorta-Self Help Africa and has loyalty to the organisation. Supports others to achieve excellent results. * **Communicating and working with others** – Uses the most appropriate channel to share information with others both inside and outside Gorta-Self Help Africa; adapts the message to meet the communication needs of the audience. * **Delivering results** – Systematically develops plans towards achieving GSHA’s objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives. * **Planning and decision-making** – Systematically develops plans towards achieving Gorta-Self Help Africa’s objectives and delivers on commitments; makes clear, informed and timely decisions appropriate to role, in the interests of Gorta-Self Help Africa and those we work with. * **Creativity and innovation** – Seeks out, develops and successfully implements new ideas that further the needs of Gorta-Self Help Africa and those we work with; builds on proven approaches and learns from ongoing work to improve it. * **Influence, advocacy and networking** – Engages with others inside and outside the organisation to promote the interests of Gorta-Self Help Africa and those we work with; gathers and shares a wider knowledge of issues relevant to GSHA’s work. * **Change** – Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to role in the organisation. |

**Gorta-Self Help Africa is an equal opportunities employer.**