

# JOB PROFILE

How to Apply for this Job

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Tom Price/Tearfund

## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Deputy Country Director
<b>Group</b>	International
<b>Team</b>	East and Central Africa
<b>Location</b>	Goma, DRC
<b>Responsible to</b>	Country Director

### Part 1 – Job description

#### 1. Main purpose of the job

As part of the senior leadership team, the Deputy Country Director is to be based in and responsible for managing the Programme Department and field based operations for Tearfund in the DRC. He/she will assist the Country Director in the leadership and management of Tearfund's project work and a portfolio of partners, ensuring the effective design, assessment, resourcing and monitoring of projects in support of the delivery of Tearfund's DRC country strategy whilst ensuring projects reflect Tearfund Quality Standard commitments. The Deputy Country Director has responsibility for field's compliance with Tearfund's Logistics policies and procedures, compliance with donor guidelines and regulations, and providing support on Grant Management, internal and donor reporting.

#### 2. Position in organisation

- Grade:2
- Reports to the Country Director
- Provides leadership as a Member of the in-country Senior Leadership Team.
- Represents Tearfund's integrated work in the current partner areas and programmatic areas within Tearfund, and to external bodies.
- Liaises closely with the in-country finance and HR departments and with the Tearfund Headquarters partners, advocacy, finance and programme funding departments.
- Liaise as needed with the East and Central Africa cluster leadership.
- The Deputy Country Director will manage key senior managers, the logistics manager and sector advisors or technical staff as required.

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### **4. Organisational requirements**

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

#### **5. Scope of job**

- Strategy Design and Implementation
- Programme Planning and Implementation; Management of Partner Portfolio; Corporate Policy and Compliance
- Team Management
- External Representation and networking

#### **6. Duties & Key Responsibilities**

##### **6.1 PROGRAMME STRATEGY**

- Support the Country Director in developing the strategic direction for the complex programme
- Help lead the development and implementation of the DRC Country Strategy, including the partners and advocacy strategies and subsequent implementation.
- Assist the Country Director in identifying and securing donor funding in accordance with budget targets and maintaining a diversity of funding options.
- Manage programme development and operations in the DRC.
- Monitor and analyse the potential impact or opportunities of humanitarian need and develop a transition to recovery and early stage development strategy for locations where Tearfund is working.
- Ensure Tearfund's purpose, values and the programme objectives are communicated amongst programme staff to foster understanding and ownership.
- Ensure Tearfund Quality Standards are contextualised and prioritised at the country level and that non negotiable requirements are consistently applied.

##### **6.2 PROGRAMME PLANNING & IMPLEMENTATION**

- Identify potential external donor funding opportunities for the wider programme and for partners.
- Coordinate closely with the Programme Manager, the Grants and Information Officers and the Programme Funding Team as required to ensure robust programmes are developed.
- Ensure the partners and the TF partnerships team meet the agreed objectives within the set timeframe and budget.
- Advise and assist with defining the required team composition and structure for integrated operational and partners programming in accordance with Tearfund standard structure and sectoral requirements.
- Promote coordination and appropriate joint working between partners and operational programmes to ensure maximum synergy for Tearfund's corporate priorities.

##### **6.3 PROGRAMME MANAGEMENT**

- Ensure projects are designed and implemented in accordance with Tearfund's Quality Standards, PCM good practice, and reflect the priorities outlined in the Quality Standards action plan.
- Supervise the Programme and Area Managers as well as Project Coordinators in the management and implementation of projects, ensuring adequate monitoring, reviewing progress, reviewing beneficiary

feedback, identifying corrective actions required and capturing learning.

- Oversee the Area Managers in managing project budgets, reviewing the monthly finance reports with them to monitor expenditure and identify any corrective actions required.
- Identify, select, develop and manage an appropriate portfolio of partners to achieve the country strategy objectives encompassing all 3 corporate priorities.
- Manage the partner relationships, including resourcing, capacity development, risk management, providing prayer support and planning exits.
- Manage the programme and project budgets, reviewing accounts each month with management and identifying corrective actions as needed.
- Create structured opportunities to encourage learning from all staff, ensuring internal and external evaluations, reviews and audits are undertaken as appropriate. Ensure recommendations are implemented and learning is shared within the complex programme and in the wider International Group.
- Frequent travel to field locations (at least 40% of working time).

**Oversee the Logistics Managers to:**

- Establish and maintain a functional supply chain system and infrastructure for both operational and partner work.
- Oversee the lease and management of appropriate office, residential and other buildings as required.
- Ensure that the LMs manage all assets, in accordance with Tearfund policies and procedures.
- Ensure that the LM provides reports that are correct and supplied in a timely manner.
- Troubleshoot logistics department issues with the LM

#### **6.4 CORPORATE POLICY AND COMPLIANCE**

- Delegated responsibility for security management of a complex programme based on relevant Tearfund policies (e.g. security plans; acceptable risk policy) in consultation with the Country Director, relevant field staff and other agencies as appropriate.
- Responsible for ensuring that the health and safety policy is understood by all staff and any accidents are recorded appropriately.
- Ensure compliance with the Tearfund procedures for the development of project proposals, reporting, monitoring, evaluation, audit, learning, project completion and for compliance with donor rules.
- Ensure that policies and commitments regarding the safeguarding and protection of children and vulnerable adults and the prevention of fraud and bribery are consistently applied.
- Support the CD in corporate monthly, quarterly and annual reporting.

#### **6.5 TEAM MANAGEMENT**

- Ensure Tearfund's purpose, values and the programme objectives are communicated amongst line managed staff to foster understanding and ownership
- Lead and manage staff ensuring clarity over plans and priorities, providing supervision, guidance and mentoring, encouraging effective team work and inclusiveness and building a team spirit through regular meetings and events.
- Provide management support to direct reports in their management of others, and their implementation of role objectives, work plans and budgets.
- Implement Tearfund's performance management system with direct reports with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals, and development planning and exit interviews, carried out for staff.
- Conduct disciplinary and grievance procedures as required, in conjunction with the HR Manager.

- Provide spiritual and pastoral support to direct reports and other staff where appropriate.
- Contribute to developing and model a team culture characterised by a shared vision, commitment and mutual accountability that reflects Tearfund's desired corporate culture being servant-hearted, Christ-like, agile, effective, and courageous.

## 6.6 EXTERNAL REPRESENTATION

- Assist the Country Director with representation to the government (or informal de facto authorities), helping to ensure constructive working relationships are maintained.
- In conjunction with the Country Director and other staff, represent Tearfund and its partner face work to other NGOs, UN agencies and visitors, ensuring coordination and attendance at relevant interagency technical, sectoral and security coordination networks as necessary.
- Responsible for representing Tearfund through building relationships and networking with national Church leaders.
- Represent Tearfund and partner work to donor representatives, supporting positive relationships and ongoing communications.
- Support the Country Director in policy influencing (advocacy) activities at relevant local and regional levels.
- With the Country Director, encourage constructive relationships with media representatives to build public profile and ensure positive coverage, and when delegated act as the local Tearfund media spokesperson.

## Part 2 – Person specification

Job title: Deputy Country Director

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree in development, management studies or related subjects with strong relevant senior management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate qualification in Development and/or Management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant senior level field management experiences in a multi- sector, multi-funded relief and development programmes</li> <li>• Proven strategic planning and emergency programme and project management experience in both development and humanitarian environments.</li> <li>• Proven experience in strategic planning and thinking.</li> <li>• Proven people management experience</li> <li>• Proven application of good practice standards: SPHERE, Core Humanitarian Standard and Red Cross Codes of Conduct.</li> <li>• Donor relationship and grant management</li> <li>• Significant proven ability in project cycle management and evaluation, and in budget development and management.</li> <li>• Implementing and working in accordance with corporate structures, policies and practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of organisational development and capacity development of local organisations.</li> <li>• Proven ability in financial risk management</li> <li>• Proven experience working in fragile states</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Oral and written proficiency in French and English</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to gain respect of CEOs of partner organisations, institutional donors and government representatives</li> <li>• Excellent interpersonal and negotiation skills</li> <li>• Negotiation and representation</li> <li>• Awareness of working in consortium</li> <li>• Ability to work with children and vulnerable adults in an appropriate and safe manner in accordance with Tearfund Safeguarding Policy</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Understanding of effective church mobilisation approaches</li> <li>• Awareness of gender and development issues</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed Christian able to live out Tearfund's values and lead others to do so: Christ-centered, courageous, truthful, compassionate, servant hearted.</li> <li>• Having a vision for Tearfund's work and being able to articulate that vision with</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to demonstrate an interest and involvement in issues of justice, compassion and mercy</li> <li>• Networking</li> <li>• People developer and motivator</li> </ul>

	<p>commitment and passion.</p> <ul style="list-style-type: none"> <li>● Emotionally and spiritually mature</li> <li>● Team player</li> <li>● Self-disciplined with ability to work proactively, using own initiative</li> <li>● Willingness to travel and live in basic conditions</li> <li>● Understanding and sensitivity to cross cultural issues</li> <li>● Flexibility to accommodate changing priorities, ability to remain calm under pressure</li> </ul>	
<p><b>OTHER COMMENTS:</b></p> <ul style="list-style-type: none"> <li>● Regular travel across cluster countries is a requirement</li> <li>● All roles require a DBS/Police check</li> <li>● Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		