

Job Framework, Country Director, Rwanda



Purpose:

The Country Director (CD) is responsible for a successful and sustainable development of Marie Stopes International Rwanda (MSIR). S/he ensures the attainment of MSIR's goals and objectives and provides leadership to the MSIR team to develop, implement and expand the national programme efficiently and effectively and maximising the impact on the sexual and reproductive health of the population of Rwanda in line with the government's Vision 2020 in which family planning is identified as a priority.

Job Title:	Location:	Reporting to:	Probationary Period:
Country Director	Kigali, Rwanda	Regional Director of East and Southern Africa, ultimately responsible to the CEO of MSI	6 months, with 3 and 6 monthly reviews

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
External relations and resource development; ensure MSIR is well regarded, well resourced and influential	
<ul style="list-style-type: none"> Build and maintain excellent relations with central and local government, promoting complementarity and/or integration of MSIR's approach into Rwanda's Vision 2020, National Population Policy and overall Health policy and systems Build and maintain excellent relations with relevant health professionals, businesses, NGOs and community groups, as appropriate, in order to secure a high level of support for the programme among relevant groups and individuals. Actively seek and secure increased financial resources for further programme expansion and ongoing programme development including securing funding for support office in Kigali and MSI technical assistance and management support. Maintain excellent relations with international, bilateral and multilateral agencies in country. Ensure donor reports are on time and to a high standard. 	<ul style="list-style-type: none"> Evidence of regular contacts and ideally contracted-in by government Evidence of regular contacts with various sectors and member of Interagency Working Group on SRH and FP In-country funding has been raised from national and international sources. Evidence of regular contacts and interactions with donor representatives All donor reports submitted on time and to a high standard
Strategic and Annual Planning; Successful strategic development and national expansion of MSIR, in line with the values of the MSI Global Partnership and the end goal of a sustainable organisation leading the way in the sector	
<ul style="list-style-type: none"> Lead the development of strategic and business plans with strong participation from the team, aimed at maximising the opportunities available to MSIR as a sustainable, long term, leading service organisation. Maintain an overview of key developments in the sector and in the country relevant to MSIR strategy and utilise this in planning and implementation Review and update strategy as required in light of changing circumstances. 	<ul style="list-style-type: none"> Robust and thoughtful strategic and business plans developed by the team and implemented Current national and international developments factored into on-going plans Strategic plans are modified as necessary to reflect the current/future environment

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- Oversee the development of a comprehensive marketing plan in order to effectively promote all aspects of the programme to target groups and to establish a strong corporate and brand identity.
- Oversee the development and implementation of an annual operational plan and an annual working budget, established in a participatory manner. .

- Robust marketing plans and materials are established and implemented
- Robust financial and human resource management systems are established and implemented

Key Responsibilities

Measure

Finance; MSIR is in excellent financial health

- Ensure effective financial management and accounting systems are established, used and maintained, in accordance with MSI Global Partnership, national and international standards.
- Ensure MSIR adheres to all local statutory obligations and is in compliance with all contractual obligations.
- Ensure the management team (including regional and centre managers) are provided -on a regular and user-friendly basis- with key financial and statistical performance information to be used for evidence-based decision making.
- Ensure that MSIR sends accurate and timely monthly financial and statistical reports to MSI.
- Ensure preparation of organisational cash flow and monitor cash flow and expenditure against budget, ensuring corrective action is planned and taken where needed.
- Undertake financial planning and lead the annual budgeting process

- Unqualified External Audit, Internal Audit (only low risk areas identified) and MSI Financial Scorecard (75% or over)
- All annual returns submitted to relevant bodies on time – evidence of this is sent to London: partners and MSI Audits
- Evidence that management team understand organisational performance and take decisions accordingly
- Accounts sent to London by 21st of the following month
- Cash flow managed on a monthly basis
- Programme budget is monitored and corrective action taken where needed to ensure budget integrity and viability

Programme Implementation; Establishment and smooth functioning of an MSI Support office (MSIR).

- Recruit and induct a support team in accordance with MSI best practice
- Establish MSI as an appropriate legal entity Ensure MSIR is in compliance with all national legal regulations concerning international organisations.
- Ensure that all relevant permits and operating authorisations are obtained to enable MSIR to function efficiently.
- Ensure that robust MIS and efficient office systems and procedures are in place and utilised.

- Recruitment and training of suitable office and centre teams accomplished.
- Completion of registration with necessary supporting documentation, licenses, etc.
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- Monitoring plan – audits and scans

Programme Implementation; Satisfactory progress to attain the objective:

Ensure access to and utilisation of quality and sustainable SRH services through MSIR centres in large urban areas, outreach services and a network of franchised private providers.

- Establish service centres, outreach services and franchisees in compliance with national standards and MSI guidelines.

- Centres and outreach functioning with a high degree of quality (as measured by QTA audits)

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- Recruit and train a team of service providers for each centre according to MSI good practice and in line with national standards.
- Set up effective referral networks once centres are up and running to enable other NGOs, public hospitals and private clinics to refer clients to MSI centres along with establishing MSI outreach services to public and private service centres.
- Develop a tailored franchise programme from an initial feasibility study.
- Establish and utilise a structured monitoring programme to focus on clinical supervision and high standards of quality of care.
- Foster a positive working relationship with government officials and other key programme stakeholders, including potential consortium partners.

and supervisory visits), and show a steady increase in CYPs, MSPs and income to cost from date of opening.

- Recruitment and training of suitable office and centre teams accomplished.
- Quality monitoring systems are established, followed and the necessary follow-up action is taken.
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- Relations with stakeholders demonstrate positive efforts to collaborate and to coordinate activities in the interests of the programme.

Team Leadership; A motivated, productive and appropriately managed MSIR team

- Provide overall leadership and direction to the team.
- Foster MSI Management culture and social business approach across the MSIR team.
- Plan and budget, with the management team for MSIR human resources requirements to meet its objectives.
- Directly manage the Management Team, to include recruitment, induction, performance monitoring, motivation, support to personal development and dealing with disciplinary issues in line with MSI personnel policies.
- Ensure that good human resource systems and procedures, in line with MSI best practice, are developed and implemented.
- Ensure that skill requirements are identified and that team members receive appropriate training to support them in performing well in their role.
- Ensure that team members maintain supportive relationships with MSI technical departments and programme support.
- Ensure that effective and appropriate external technical assistance is called on to provide high quality inputs and outputs.

- Organisational performance; Organisational Development Tool completed and continually improving scores received
- Employee satisfaction surveys continually improving results. Organisational performance improves
- Business Plans completed on time
- Performance Plus Appraisals completed at least annually and individual development plans prepared
- Organisational Development Tool
- Organisational Performance including audits and report. PDPs in place for all team members
- Regular contact between MSI and MSIR's team members
- Organisational Performance improves continuously

Accountability to MSI; a fruitful and harmonious working partnership

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- Agree strategic and annual plans with MSI and liaise closely with MSI over resource development.
 - Report to MSI in a timely fashion in accordance with MSI requirements.
 - Ensure that the MSI Partnership Manual guidelines are observed.
 - Actively participate in occasional regional or international meetings of the MSI Global Partnership as required.
- High quality business plan and strategic plan developed and agreed with stakeholders
 - Reporting to MSI is timely and of good quality.
 - Results of Scans/Audits and Organisational Development Tool
 - Level of participation (presentations, etc) at MSI meetings

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Skills and Experience

Qualifications:

- Relevant University Degree or further education.

Experience:

- understanding of the issues surrounding provision of reproductive health care services internationally and preferably in the region
- understanding of major policies/ issues of large bilateral/multilateral agencies
- strong working knowledge of business practices
- understanding of basic research processes and evidence-based programming
- significant project/ programme management experience gained within the reproductive healthcare sector or related field
- institutional donor fundraising experience would be beneficial
- demonstrated experience in team management and leadership
- proven ability to work in partnership with other NGOs, government bodies etc., to achieve project/programme objectives
- experience of implementing service delivery projects/programmes
- experience of running a similar country programme would be a distinct advantage
- experience in financial planning/management
- track record in achieving financial and non-financial targets

Skills:

- Languages: French is a pre-requisite for this post
- advanced interpersonal/ communication skills - both oral and written
- leadership skills; able to build effective teams
- analytical, financial and organisational skills
- strategic planning skills
- fundraising and negotiation skills

Attitude / Motivation:

- inspirational and persuasive
- collaborative approach to team working
- strong personal commitment to the goals of MSIR and the MSI Global Partnership and the vision to put it into practice
- able to travel extensively both in-country and overseas