

The following opportunity exists with SFH

## VACANCIES



### **Position: Country Director**

**Reporting to:** Chairperson of the Board of Directors

**Duty Station:** SFH Head Office (Windhoek)

**Appointment Duration:** One-year contract (renewable based on performance and funds availability)

**About SFH:** With 25 years of experience, the Society for Family Health (SFH) is a local and leading public health NGO that implements various health programs in partnership with government, development partners and other stakeholders.

**Our Mission:** To promote and protect health and the well-being of the most vulnerable populations.

### **Primary Function of the position:**

The Country Director is responsible for the overall leadership, coordination, supervision, and implementation of SFH programs. S/he will maintain alignment with the mission, values and strategic direction of the organisation and will monitor the effectiveness of the programs, making adjustments as needed. She/he will Provide overall responsibility for the efficient and effective use of SFH's donor funds to achieve programs objectives and to ensure the integrity of the organizational programmatic and financial reports.

### **Qualifications & Competencies:**

- Advanced degree in public health, development studies or related fields
- 10 years' work experience in managing health related and humanitarian programs,
- Vast knowledge of national and international development and health issues.
- Demonstrable experience of advanced leadership, proposal writing/development and project management skills (**a must-have**).
- Proven experience in dealing with donors and government officials.
- Advanced planning, assessment, and analytical skills.
- Networking and advocacy skills desirable.
- Capacity to work under pressure.

- Team-player with good inter-personal skills in multicultural contexts
- Willingness and ability to travel and work independently.
- Willingness to work overtime when required.
- Strong oral and written communication skills in English.
- Experience with integrating technology and other innovations into practice (MS Word, Excel, Access, PowerPoint, etc).

**The Incumbent will be responsible for:**

***Leadership and Management***

- Provide leadership in the effective integration of strategic, programmatic and operational management and the development of new business, in compliance with contractual obligations and SFH's mission and mandate;
- Lead the preparation of Board documents, strategy and policy documents, talking points, and other materials required by the Board.
- Assess program effectiveness to develop improved strategies, analyse results and recommend and/or take appropriate action.
- Oversee programs resource utilization and recommend approval of new or changes to existing programs.
- Undertake strategic planning and overall institutional development activities.
- Serve as the Organisation spokesperson, liaison and technical resource.
- Participate in high level strategic meetings with government, development partners, and other stakeholders.

***Program management***

- Manage and provide leadership in the implementation of various programmes such as HIV prevention, care and treatment; adolescent health and development; community-based malaria prevention and treatment; development work with refugees; adolescents and young people's sexual and reproductive health; water, sanitation and hygiene promotion; research and quality improvement programs, and any other emerging programs.
- Provide oversight on the design and implementation of research activities to ensure evidence-based programming.
- Supervise monitoring and evaluation activities for measuring impact and collecting data on programme and donor deliverables.
- Review and submit monthly, quarterly and annual programme and financial reports required by the Board, donors and the government.
- Assess program effectiveness to develop improved strategies, analyse results and recommend and/or take appropriate action.
- Ensure that SFH projects are contractually compliant, including meeting all reporting requirements and deliverables.
- Works closely with the Monitoring and Evaluation team on program monitoring, evaluation and reporting
- Preparation and submission of donors monthly, quarterly reports and annual reports

### **Resource mobilisation**

- Take a leading role in donor development, identifying funding opportunities in a demanding donor environment, and working with a wide range of national and international stakeholders,
- Analyse potential new program areas and opportunities for innovation.
- Develop and maintain relationships with authorities, donors, development partners, private sector, media, other NGOs with the objective of raising public awareness and identifying potential partnership opportunities.
- Develop partnerships with National, Regional and Local government structures, and other stakeholders to promote efficiency and sustainability.
- Oversee granting activities including verifying pre-award documentation, technical and management assessments, program planning, budget preparation, implementation planning, sub-grant negotiations, award preparation and modifications.

### **Donor Relations Management**

- Develop and maintain contact with the in-country representatives of relevant funding partners (e.g., institutional donors or private donor organisations) in order to secure funding for the organisation's programs.
- Oversee the drafting and presentation of all proposals, operational and financial reports related to the organisation's programs.

### **Financial Management**

- Oversee preparation of SFH programs plans and budgets.
- Ensure that SFH's program implementation is in line with Namibia's national health priorities and strategies.
- Oversee the development and management of annual work plans and multiple donors' budgets.

### **Human Resources Management**

- Ensure that Senior Staff are leading capacity development efforts.
- Follow a regular performance evaluation system for supervisees.
- Manage, coach and mentor staff.

#### **Special Requirements:**

1. Willingness and ability to travel and to work independently with stakeholders of the organisation
2. Willingness to assist the organisation in accepting to take other additional responsibilities in the limit of personal competencies and capacities should the needs arise

3. Willingness to work overtime as required.

**Closing date: 12 August 2022**

Preference will be given to Namibian citizens.

**Inquiries:** Mr Fillemon Haindongo, Tel: 061-440600

Interested candidates should send their applications documents (cover letter, comprehensive CV, certified copies of educational qualifications and identification documents) to:

**The Coordinator: Human Resources  
Society for Family Health (SFH),  
P O Box 22870, Windhoek  
174 Nelson Mandela Avenue, Eros, Windhoek**

**Oly shortlisted candidates will be contacted. No faxed or email applications will be considered. Qualifications from foreign institutions must be accompanied by certified copies of Evaluation Reports from Namibia Qualification Authority.**