



HEALTHNET TPO

Country Director Burundi

JOB TITLE: Country Director
LOCATION: Bujumbura
START DATE: 1 January 2025
DURATION: initially 1 year contract

Background

HealthNet TPO is an international non-profit organisation that supports people living in areas disrupted by war, disaster and poverty. Our mission is to strengthen communities, help them to regain control and maintain their own health and wellbeing. At the same time, we work to strengthen national health care systems to ensure that health needs are met.

Our community interventions engage local people with local knowledge. We believe that even the most vulnerable people have the inner strength to (re)build a better future for themselves.

HealthNet TPO was established in 1992 and has country offices in Afghanistan, Burundi, South Sudan and with its head office in the Netherlands.

HealthNet TPO started its operations in Burundi in 2000, initially focusing on developing and implementing a community-based mental health and psychosocial support service for individuals affected by conflict, including child soldiers, refugees, and survivors of sexual and gender-based violence. More than 20 years later, we continue to strengthen Burundi's health system to meet the specific health and psychosocial needs of its population.

Currently, we are implementing a 3-year partnership programme with UNHCR, providing healthcare and MHPSS services in refugee and transit camps. We are also a partner within several consortia, with projects under development.

Your role

The purpose of this position is to manage the HealthNet TPO programme in Burundi in line with the organisation's vision and strategic directions. The Country Director has overall responsibility for the successful running of the country programmes, as well as the development and expansion of the country's portfolio.

Reporting lines

Reports to: Director Operations in Amsterdam
Supervises: All staff in Burundi



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Coordinates with: All relevant stakeholders in Burundi and neighbouring countries as well the office in Amsterdam.

Responsibilities

Country and programme planning and reporting

- Overall responsibility for ensuring annual and long-term country plans (strategic and operational) are aligned with the global strategy, mission, and vision of HealthNet TPO, while ensuring that annual targets are developed and in place.
- Overall responsibility for the production of financial, programme and organisational reports.
- Overall responsibility for ensuring that mechanisms and procedures are in place to manage the work in order to meet plans and targets.
- Ensure that monitoring and evaluation system is in place, functioning, and adhered to, in order to regularly review country plans.
- Monitor local developments and needs.

Management

- Strategically manage and develop HealthNet TPO's portfolio in Burundi.
- Ensure clear management, reporting and organisational structures in Burundi.
- Ensure managers have the necessary resources to fulfil their responsibilities in line with available budgets.
- Ensure appropriate processes and standards are developed to deliver and improve the organisation's key activities.
- Ensure accountability and transparency toward the main office in Amsterdam, donors, beneficiaries and government authorities, and ensure that all activities are in compliance with international standards, organisational and donor guidelines, policies, and relevant legal requirements.
- Identify, effectively manage, and communicate key risks, including security risks, related to HealthNet TPO programming in Burundi.

Human resources

- Ensure policies, structure, systems and management styles in Burundi contribute toward a fair and respectful treatment and development of employees.
- Ensure that national staff policies, terms, and conditions of employment are based on both HealthNet TPO and donor policies and guidelines, as well as national employment laws
- Ensure staff have up-to-date job descriptions and that they fully understand them.
- Ensure the performance management cycle is executed.
- Facilitate effective communication and working relationships between team members in Bujumbura, field-level staff, and the office in Amsterdam.
- Lead the implementation of HealthNet TPO's integrity and due diligence policies, as well as those of various donors and consortium partners.

Security

- Assume ultimate responsibility for staff safety and security and stay informed of security developments in the country.



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- Regularly update and conduct revisions of the Security Management Plan, ensuring compliance with country-specific emergency plans and procedures.

Managing resources

- Overall responsibility for ensuring financial control and accountability for the organisation's funds in Burundi, in line with organisational requirements, laws, and best practices.
- In coordination with the Amsterdam office, systematically attract and generate funds to support the work by expanding the donor network.
- Overall responsibility for identifying and responding to funding opportunities and, in close collaboration with the Amsterdam office, ensure the development of proposals.
- Ensure the effective, efficient, and ethical management of resources (premises, equipment, IT, etc.).

Managing relations and others

- Maintain effective relationships with other NGO's, various thematic clusters/ working groups, partners, government authorities, donors, and beneficiaries in Burundi.
- Responsible for acquisition with institutional donors and actively represent the organisation to stakeholders in Burundi.
- Design and implement fundraising strategies based on HealthNet TPO's Burundi Country Strategy.
- Responsible for communication regarding the Burundi programme.

Skills, knowledge, and expertise

- Master's degree or equivalent in Development Studies, International Relations, Social Sciences, Business Administration, or a related discipline from a recognised university.
- A strong leader with at least 8 years' senior management experience, of which at least 3 years as the head of a medium to large country programme of an international NGO.
- Proven experience in programme development and acquisition
- Proven experience in proposal and report writing.
- Experience in security management in fragile states and insecure settings.
- Knowledge of financial management and human resource management.
- Demonstrated ability in strategic planning, organisation, and oversight of complex issues.
- Good understanding of health systems strengthening approaches in resource-poor and fragile settings, with knowledge of health care and mental health and psychosocial support programming an advantage.
- General and operational management experience in conflict and post-conflict environments, preferably in Africa.

Competencies



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- Strong leadership competencies.
- Participatory and coaching management style.
- Ability to lead, motivate, and promote teamwork among other staff.
- Strong analytical and creative thinking skills.
- Strong administrative and organisational skills.
- Strong networking skills.
- Good negotiation skills.
- Excellent command of written and spoken English.

Additional job specifications

- We offer a competitive salary package.
- This is a not an expat position.
- You should be available for travel in January 2025 for induction in the Netherlands.

How to apply

Please send your **application in English**, including a cover letter and CV, to recruitment@hntpo.org before **30 October 2024**. When applying, include the following title in the email subject line: Country Director Burundi.

Please note that your application should not exceed five pages.

Only shortlisted candidates will be contacted.

For more information on the organisation, please visit our website www.healthnettpo.org