ROLE PROFILE

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| Title | Country Director Dominican Republic | | |
| Functional Area | Plan International Dominican Republic & Fundación Plan República Dominicana | | |
| Reports to | Sub-Regional Director Central America & The Caribbean | | |
| Location | Santo Domingo | Travel required | Extensive |
| Effective Date | January 2023 | Grade | 19 |

role PURPOSE

Plan International is an independent child rights and humanitarian organisation committed to children living a life free of poverty, violence and injustice.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children’s and young people’s lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 85 years and are now active in over 80 countries.

As a Country Director, you will drive Plan International’s programme and influencing work, setting overall direction, leading a high performing team, ensuring accountability for meeting demanding targets and maintaining alignment with the global strategy.

You will be deeply comfortable with leading transformative change, have a demonstrable commitment to gender equality and relish the prospect of representing Plan International to the highest levels of government, civil society, the media and international media. You will understand and drive efforts to deliver positive change for girls through advocating, campaigning and communicating at a national level.

Equally you will ensure the country operating model is fit for purpose, and that the country has the right funding mix (with a strong dependency on international grants and local funding sources) to achieve our ambition, key business processes are in place and organisational values are embedded in everything we do.

You will lead by example in ensuring gender equality is evident in everything we do from staffing, to programming and influencing, to ways of working. You will work with your team to bring about the right culture that ensures we are champions for girls and gender equality.

You will lead a motivated team, ensure legal compliance, and be ready and able to respond to emergency and development needs of the most marginalised children, especially girls.

Dimensions of the Role

Plan International has been working in the Dominican Republic since 1987, helping vulnerable children, young people, and their families to break the cycle of poverty in more than 120 communities. Plan International has offices in Santo Domingo, Azua, Barahona and San Juan. However, its reach is not limited to those territories, as it operates throughout the whole territory of the Dominican Republic.

Our ambition is By 2030 no girl or adolescent under 18 should be pregnant, married or in a forced relationship, nor should they be exposed to any form of violence. Plan International Dominican Republic currently has 4 program areas, however a new country strategy needs to be designed and put into place.

**Programme 1**: Child Protection (and Early Childhood Development).

**Programme 2**: Sexual and Reproductive Health and Rights.

**Programme 3**: Social and Economic Empowerment of ado9lescents and youth.

**Programme 4**: Disaster Management (preparation & resilience).

Currently the country office implements a funding portfolio that requires significant improvements of approximately 5-6 Million Euros per annum. This includes sponsorship, grants from bilateral institutional donors and local donors pertaining to the private and public sector in the Dominican Republic. Additionally, a strong focus on local resource mobilization is required to grow income streams from the general public in Dominican Republic.

The country office is also in the midst of a process for the creation and set-up of a local foundation, registered and directed locally.

We currently employ approximately 130 staff with a Country Management Team of 7 members reporting directly to the Country Director. Additionally, the Country Director has two other positions directly reporting to him/her, but these are not part of the Country Management Team.

The organization is committed to meeting safeguarding expectations across all its operations and will expect the country director to ensure all incidents regarding child abuse and sexual harassment are reported and effectively managed.

**Country Directors Main Objectives:**

* Manage the overall business complexity of a country office (development of income streams, prioritization of investments and expenditure).
* Assure general performance and compliance with global Key Performance Indicators and management standards.
* Manage the overall business complexity of a country office (development of income streams, prioritization of investments and expenditure).
* Direct & develop the Country Management Team (CMT).
* Direct and manage operations in the country at a top level.
* Manage the development, review and approval, execution and evaluation of the Country Strategic Plan in close collaboration and alignment with Plan International Haiti.
* Liaise and actively engage with external institutions like (potential) donors and (potential) partners.
* Represent Plan International Dominican Republic at the interior of the global organization (in relation to the regional hub, global hub and national offices).
* Assure significant progress is booked on local fundraising in order to contribute to long term sustainability.
* Manage joint processes and shared services with other country offices, in particular Haiti,

Accountabilities

* **Plan International’s work in the Dominican Republic will be focused on gender transformation and will be relevant to the needs of the most vulnerable children, particularly girls**
* Develop and implement an ambitious Country Strategy, based on a thorough analysis of gender power relations and child rights issues ensuring programme and influencing work and projects are focused on gender transformation and equality for girls. This should include the participation and consultation of key stakeholders for child rights in the country, including children and young people themselves
* Ensure our programme and influence approach is effectively utilised and that we are achieving impact at scale by linking grassroots action to national level influencing
* Ensure effective and swift emergency preparedness analysis, risk reduction and resilience building is part of all our programme and influencing work in country.
* Work with and lead the country management team to ensure Plan International is ready to respond to emergencies – predictable and sudden onset – in a timely and professional manner and show consideration for gender equality.
* The location of programme work is regularly reviewed to ensure alignment of sponsorship and grant funding, that existing sponsorship communities receive regular benefits as per the Sponsorship Commitments and that phase in and out of communities are managed appropriately.
* Country leadership and staff are well aware of the country security situation and protocols, and Standard Operating Procedures are developed and implemented giving due consideration to security and safety of staff and visitors.
* **Plan International’s work will be delivered by a motivated and efficient team, skilled in their area of expertise and compliant with the expectation Plan International has of all staff**
* The Country Office meets performance against organisations management standards at all times.
* Develop and manage a high performing team that delivers excellent technical work, using child-centred, participatory and gender-sensitive approaches in line with Global and Country Strategies
* Manage individuals across the team to ensure full development of potential through induction, mentoring/ coaching, and performance management, ensuring compliance in all core policy and business areas, including Gender and Child protection
* Ensure staff numbers and structures will be designed and kept at a level that is efficient and cost effective, in line with the available country budget
* Manage work environments to reduce risk from health and safety and security hazards
* Generate solutions for identifying and supporting high performing staff to deliver country objectives.
* Ensure that Plan’s portfolio of work is registered with the relevant authorities and compliant with local law, including having the relevant MoUs with concerned ministries that give due recognition to Plan International and its work.
* **Plan International’s work will be guided by accurate and timely work plans and budgets that can be used to create impact and efficiency**
* Deliver accurate and timely Annual Plans and Budgets
* Develop work plans from Country Strategy documents, ensuring the context and environment at any point in time is considered
* Create realistic phased budgets for all programme and influence work and projects
* Ensure efficient and fully compliant financial management in the allocation/budgeting, disbursement and accounting for all resources
* Ensure proper use of systems in country as well as data quality to enable reporting and analysis
* Deliver grant and sponsorship work on time with clear measurable impact on children and in full compliance with donor requirements and Plan International’s policies and procedures ensuring that effective monitoring and evaluation systems are in place to measure outcomes and stimulate learning within and beyond the organization.
* **Plan International’s work will be well funded ensuring sustainability as required**
* Develop and Implement an effective Resource Mobilisation strategy that enables Plan International to maximise its value in country, meet its strategic ambition and has the greatest impact for children.
* Represent Plan International to donor agencies locally and track potential funding sources to ensure timely knowledge of funding opportunities in a coordinated manner
* Explore local funding opportunities and support proposal development in partnership with Plan International’s National Organisations and in line with the agreed strategy.
* Assure local funding income streams from unrestricted sources
* Ensure sound proposal development and budgeting, maximising opportunities to cost recover.
* Assure set-up and roll-out of local foundation, in order to add value to Plan International Inc. traditional operational model
* **Plan International’s work will aim at influencing key decisions of local, national and international institutions to advance the rights of children, particularly girls**
* Develop, implement and maintain strategies, capabilities and structures to maximize the impact of Plan International’s influencing work on key decisions with respect to gender equality and girl’s rights.
* Lead representation of Plan International’s work and positions on priority issues to all key stakeholders within the country, including media and the highest levels of government.
* Initiate and engage in extensive collaboration with local and central authorities, INGOs, national NGOs and local communities.
* Ensure timely and engaging external communications that keeps Plan International at the forefront of the issues affecting children and equality for girls**.**
* **As Country Director you will work collaboratively across Regional and National offices as required:**
* Work with regional management and other country offices to identify and implement options for shared services that contribute to the efficiency and/ or impact of Plan International’s work in country and within the region – these can be for programmatic, influencing or operational activities in both development and humanitarian contexts
* Enable the sharing of lessons, programme models, good practices, etc. within the region and wider organisation for organisational learning
* Be an active contributor and volunteer to participate in global or regional initiatives where you believe your experience can add value or where your country can benefit from and contribute to such work.
* **Child Protection and Gender Equality & Inclusion**

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

**Internal:**

* Staff within the country office and all Programme Units
* Regional Office Management Team members
* Other Country Directors, especially those in the region and with special focus on Haiti
* Plan International National Organisations
* Functional departments in global hub.

**External:**

* National and local authorities (national government, municipalities, etc.)
* Community leaders in the areas of Plan International’s operations
* Partners, civil society members and alliances
* Media at local and national level
* Grants donors, National Organisations, Corporates, and National Institutions
* Other INGO leaders and networks.
* Relevant UN cluster group, including UN and donor representatives
* Relevant university, research and influencing partners in country

Technical expertise, skills and knowledge

**Essential**

* Proven experience of exercising leadership functions with increasing responsibility in an international environment related to development.
* Proven understanding of “child rights” and “gender in development” concepts and the promotion of girls’ rights in the context of relevant International Conventions (Convention of the Rights of the Child, Convention for the Eradication of Discrimination against Women) and the Global Goals (SDGs).
* Experience and understanding of the concepts of sustainable community development and participatory approaches and practice in development interventions.
* Proven experience of managing organizational sustainability.
* Knowledge of the requirements of donor compliance and financial management
* Knowledge of programming in challenging environments with good understanding and appreciation of the historical, security context, political environment, economic, social/religious and humanitarian context in Dominican Republic or a comparable environment.
* Proven skills in the development and management of effective and motivated teams, including distance management.
* Excellent English and Spanish written and verbal communication skills.
* Proven networking and negotiation skills with governmental and non-governmental actors
* Strong diplomatic and communication skills, including through mass-media in order to influence decision-makers and key stakeholders.

**Desirable**

* Relevant University degree in development, social science, business administration or related field
* Knowledge ofthe geopolitical factors affecting child-poverty in the country and the political, social and environmental opportunities for change is an advantage
* Field knowledge of the social, economic and political situation in Haiti.
* Secondary language as required: French or Creole.

Plan International’s Values in Practice

**We are open and accountable**

* Promotes a culture of openness and transparency, including with sponsors and donors.
* Holds self and others accountable to achieve the highest standards of integrity.
* Consistent and fair in the treatment of people.
* Open about mistakes and keen to learn from them.
* Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

* Articulates a clear purpose for staff and sets high expectations.
* Creates a climate of continuous improvement, open to challenge and new ideas.
* Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
* Evidence-based and evaluates effectiveness.

**We work well together**

* Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
* Builds constructive relationships across Plan International to support our shared goals.
* Develops trusting and ‘win-win’ relationships with funders, partners and communities.
* Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

* We empower our staff to give their best and develop their potential
* We respect all people, appreciate differences and challenge equality in our programs and our workplace
* We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

Typical office environment, based in Santo Domingo. Team members work partially in-home office and with flexible time rosters. Regular travel to field offices / program units. Occasional travel to international meetings.

Level of contact with children

**Mid contact:** Occasional interaction with children