ROLE PROFILE

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| Title: | Country Director (Haiti) | | |
| Functional Area: | Senior management | | |
| Reports to: | Director of Sub Region; Central America and the Caribbean | | |
| Location: | Haiti | Travel required: | Extensive, both in country and regionally |
| Effective Date: | February 2023 | Grade: |  |

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 lead the design and implementation of a fund raising and resource mobilisation strategy for sustainability and growth.

Dimensions of the Role

The Country Director Role provides overall strategic leadership to the Country Office and associated Programme Unit offices. The post holder will oversee the growth of the country office funding portfolio, ensuring that it contains a diverse range of funding sources.

The Country Director develops and maintains a strong network with in country stakeholders covering both humanitarian and development programme areas. As part of this external representation the postholder will seek to influence the wider humanitarian and development structures to ensure the specific needs of girls are clearly addressed.

The postholder supports the ongoing development of the country programme, ensuring activities and programme focus evolve based on the country context. Recognising the complex context in country, the postholder is responsible for leading and supporting staff to ensure programmes are developed and implemented effectively.

The security context is complex, and the Country Director will lead on ensuring programmes are implemented safely and effectively, in line with Plan International Global Risk Policy, Plan International safety and security tools and guidelines, and the humanitarian imperative.

A strong communicator, the postholder will be comfortable communicating with a broad range of stakeholders, including media outlets.

Accountabilities

**Plan International’s work in Haiti will be focused on gender transformation and will be relevant to the needs of the most vulnerable children, particularly girls.**

* Lead the development and implementation of 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
* Periodic review of the country strategy to make it remain relevant by aligning with the changing context.
* Ensures the Country Strategy covers both humanitarian and development programming, recognising the Haiti context, and is based on strong needs assessments.
* Work with and lead the country management team to ensure Plan International is ready to respond to emergencies in a timely, principles and professional manner and has developed the skills and capabilities to respond with speed, scale and high programme quality.
* Identifies opportunities for working in partnership with a broad range of civil society actors and representatives, across humanitarian and development programming and policy initiatives.
* Leads the integration of nexus and conflict sensitivity approaches to the design and implementation of programmes.
* Develop Plan International Haiti’s profile as a leading agency for addressing issues faced by girls, in both humanitarian and development programming.
* Ensure our programme and influence approach is effectively utilised and that we are achieving impact at scale by linking grassroots action to influencing at multiple levels, national, regional and global.
* 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.

**Plan International’s work in Haiti will align with standard safety and security ways of working, ensuring safety of staff, partners and communities we work with.**

* Overseas all safety and security activities, ensuring Plan International safety & security management procedures and formats are in place and followed throughout the mission.
* Ensures Plan International has proactive engagement with in-country safety and security networks and key stakeholders.
* 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.
* Ensures staff receive regular safety and security training.
* Responsible for integration of safety and security requirements into the master budget and all funding submissions.
* Ensure security incidents are recorded and appropriately reviewed and/or investigated if necessary.
* Ensure post-incident support mechanisms are in place and promoted to staff, including medical, family, and psychosocial support
* Champion the global security strategy and promote a positive security culture, ensuring and enabling a balance between organizational responsibility and individual ownership of security.
* Focus on people, and support initiatives focused on addressing the unique risks faced by our staff in all their diversity.
* Manage work environments to reduce risk from health and safety and security hazards.

**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 the organisations performance 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
* 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.
* Lead the external representation of Plan International to a wide range of donor agencies in country, positioning Plan for potential funding opportunities.
* Ensures Plan International Haiti is tracking 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.
* Ensure sound proposal development and budgeting, maximising opportunities to cost recover
* Works closely with national Organisations to secure large scale grants from institutional donors, ensuring high quality submissions submitted in line with donor requirements.
* Ensures donor reporting is on time, and high quality and that financial expenditure is aligned with contractual requirements.
* Leads the development of new programme initiatives, based on strong assessment of needs in country, aligning with programme quality initiatives such as the Humanitarian Standards Partnership.

**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.
* Proactively leads Plan International Haiti’s representation in national level humanitarian architecture and ensures Plan International is well represented in relevant clusters and working groups by senior technical specialists.
* Ensures Plan international contributes to 4Ws, and supports the development of HNO and HRPs where there are opportunities for engagement.
* 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**.**
* Ensures accountability to affected populations activities are incorporated across all our work in country, and that the CO is responsive to feedback.
* Identifies opportunities for Plan International Haiti to conduct operational research and launch key advocacy and influencing products to help strengthen programming in country.

**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.
* 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:**

* Country Management Team
* Staff within the country office and all Programme Units
* Sub Regional Director – line manager
* Regional Office Management Team members
* Other Country Directors, especially those in the region.
* Plan International National Organisations
* Functional departments in Global Hub.
* Regional Head of Humanitarian Preparedness and Response

**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
* Institutional donors,
* National Organisations, Corporates, and National Institutions
* Other INGO leaders and networks
* UN agencies and structures (eg Humanitarian Country Team and clusters).
* Relevant university, research and influencing partners in country

Technical expertise, skills and knowledge

**Essential**

* Significant experience in leading large scale humanitarian operations in a range of different contexts, for example conflict, internal displacement, disease outbreaks, rapid onset crises, protracted crises,
* Demonstrable understanding and proven practical experience of adhering to humanitarian values and principles; humanitarian charter, International Humanitarian Law, Red Cross code of conduct and Sphere Minimum Standards
* Proven successful fundraising skills from a diverse range of funding sources.
* Demonstrable experience of engaging in national level humanitarian coordination mechanisms such as HCT.
* Significant experience of developing and maintaining a network of key stakeholders across Government, National civil society organisations, United Nations, INGOs, Donors, Embassies, Academic Institutions.
* 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.
* 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 Haiti or a comparable environment.
* Proven skills in the development and management of effective and motivated teams, including distance management.
* Excellent English and French written and verbal communication skills.
* Strong diplomatic and communication skills, including through mass-media to influence decision-makers and key stakeholders.
* General ability to manage stress in insecure contexts.

**Desirable**

* Relevant University degree in development, social science, business administration or related field
* Knowledge of the geopolitical factors affecting child-poverty in the country and the political, social and environmental opportunities for change is an advantage
* Spanish language skills.

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

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

Physical Environment

The role is based in the Country office in Port au Prince. The office is a typical office environment. The post holder will travel extensively in country to programme areas. There may be some travel within the region. The climate is hot and humid. The country is prone to rapid onset disasters, eg earthquakes. There is also a level of insecurity in the country. This may impact on travel and require hibernation for short periods of time.

Level of contact with children

Mid contact: Occasional interaction with children