



Vision Aid Overseas

## Job Description: Country Director - Ghana

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<b>Job Title:</b>	Country Director
<b>Location:</b>	Accra, Ghana
<b>Reports to:</b>	Director of Programmes (in the UK)
<b>Salary:</b>	Competitive salary commensurate with experience
<b>Contract terms:</b>	Full time, initially for 12 months with strong likelihood of extension
<b>Leave:</b>	25 days holiday per annum plus public holidays
<b>Closing date:</b>	<b>COB Thursday 21st June 2018</b> (Interview dates to be confirmed)
<b>Travel requirements:</b>	Extensive domestic travel with some international travel required

### About Vision Aid Overseas

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Vision Aid Overseas (VAO) is a UK-based charity, with a focus on fighting poverty by transforming access to eye care services in developing countries in Africa. The charity was established in 1985 following a visit of British optical professionals to Tanzania where they held a series of clinics to provide eye tests and spectacles to patients in poor and marginalised communities.

Our work focuses on the development of services for uncorrected refractive error and primary eye health. Uncorrected refractive error is the world's leading cause of avoidable visual impairment, with an estimated 670 million people affected worldwide.

We develop programmes that integrate training, primary eye care and facility developments into national and regional eye care plans, seeking always to be responsive to local need. In this way, we help children to learn and adults to earn so that they can provide for their families.

To learn more about us visit our website at [www.visionaidoverseas.org](http://www.visionaidoverseas.org)

## Purpose of Job

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The purpose of this Contract for Services is to develop and lead the Vision Aid Overseas' Ghana programme expansion and support our mission of enabling people living in poverty to access affordable glasses and eye care. The Country Director for Ghana will be responsible for planning, implementing and managing the Vision Aid Overseas' programme in Ghana to meet the objectives of accessible, comprehensive, quality eye care for all. The Country Director will lead on developing a strategic plan for Vision Aid Overseas' programmes in Ghana, providing the leadership and management of the country programme. Reporting to the Director of Programmes based in the UK, they will be responsible for supporting the strategic objectives of the organisation in Ghana.

Vision Aid Overseas is part of a consortium in Ghana that is formed of three organisations, delivering a comprehensive eyecare programme with the aim of reducing poverty through improved livelihoods for adults and improved learning outcomes for children. The Country Director will play a leadership role in this consortium on behalf of Vision Aid Overseas.

## Key areas

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### VAO Strategy Development

- Lead on the development and implementation of a 5-year strategic plan for Vision Aid Overseas' work in Ghana that clearly contributes to the Government's Eye Health Strategy building on VAO's niche.
- Develop new partnerships with a view for potential collaboration and joint programming where desirable.
- Develop strong programme proposals for funding working with the Fundraising and Communications Team.

### Programme Director for the Consortium (subject to change)

- Coordinate, plan, monitor and direct programme delivery for the consortium programme.
- Line manage other staff when appointed.
- Provide regular reports to the Consortium Lead in Ghana.

### Programme Planning and Management

- To manage (including the setting of tasks, priorities and monitoring), the Vision Aid Overseas Programme in Ghana including our contribution to the consortium programme.
- Maintain the Monitoring and Evaluation (M&E) framework including the collecting, analysing, and reporting statistics from Vision Centres and from volunteer assignments.
- Grant management, including accurate, well-written reporting.
- Manage programme budgets, often with multiple grants.
- Setting short and long-term targets.
- Constantly monitor the safety and security situation in the country and regularly review risk assessments.

- Undertake all necessary regulatory work for VAO as an INGO operating in Ghana (MOUs; registration requirements etc)
- Ensure all VAO policies (safeguarding etc) are understood and adhered to and adapted to Ghana in respect of Staff, Volunteers, disseminated/shared with partners etc

### Volunteer Management

- Make arrangements for volunteer assignments including arranging transport, accommodation, schedule planning, budgeting, and reporting.
- Give a safety and security briefing for each new team upon arrival, and be the primary point of contact during volunteer assignments.

### Coordination and Communication

- Regular skype meetings with international team.
- Quarterly reports, as well as grant specific reporting.
- Supporting the International staff on visits.
- Liaise with other UK based staff, including Fundraising and Communications team, Volunteer Coordinator, Finance team and the Director of Training and Education.

### Advocacy

- To maintain a strong relationship with the National Eye Care Committee and attend national and some regional IAPB workshops.
- Attending key meetings with stakeholders including with Donors with representation in Ghana.

## Person Specification

Knowledge & Experience		Essential	Desirable
1	Educated to appropriate degree-level (preferably in Public Health, International development or another relevant field).	✓	
2	At least 5 years' experience working at a senior level with an INGO in Africa responsible for setting strategy etc (experience in West Africa or Ghana an advantage).	✓	
3	Experience of working in International Development (ideally in health).	✓	
4	Proven experience of grant management, including writing proposals and reporting.	✓	
5	Proven project management skills including the preparation of project schedules.	✓	
6	Proven experience in advocacy at national level or higher.	✓	
7	Understanding of Monitoring and Evaluation, and ability to interpret data and tailor to a variety of audiences.	✓	
8	Excellent financial management and proven experience of planning and managing budgets.	✓	
9	Experience in establishing strong networks and collaborative working to achieve impact.	✓	

10	Prior experience of getting new initiatives off the ground, in working independently and managing a complex workload.	✓	
11	Committed to the values of Vision Aid Overseas.	✓	
12	Understanding of visual impairment and blindness issues.		✓
13	Understanding of issues affecting barriers to uptake of eye care including poverty and gender.		✓
14	Understanding of the UK charity sector and international development.		✓
15	Excellent presentation and communication skills.		✓
16	Experience of working as part of a consortium.		✓
17	Experience of working with professional volunteers		✓

<b>Competencies</b>	
1.	<p><b>Drive for Results</b></p> <ul style="list-style-type: none"> <li>• Is committed to achieving targets and takes personal accountability for work.</li> <li>• Acts on own initiative and works effectively under own direction.</li> <li>• Is open to new approaches and alternative means in order to accomplish results.</li> </ul>
2.	<p><b>Effective Communication</b></p> <ul style="list-style-type: none"> <li>• Ability to synthesise complex information and present a clear case for support</li> <li>• Presents opinion logically, checking for understanding and encouraging open discussion</li> <li>• Written, oral and presentational skills, and communicating effectively with non-sector specific people</li> <li>• Tailors the message to fit needs of specific audience</li> </ul>
3.	<p><b>Problem Solving and Analysis of Information</b></p> <ul style="list-style-type: none"> <li>• Identifies a range of practical solutions to address issues</li> <li>• Taking a critical and methodical approach when problem solving</li> <li>• Takes in and understands information quickly.</li> </ul>
4.	<p><b>Leadership &amp; project management</b></p> <ul style="list-style-type: none"> <li>• Leading others</li> <li>• Managing resources effectively</li> <li>• Flexible and mature outlook and will work to develop the role over time</li> </ul>
5.	<p><b>Time &amp; workload management</b></p> <ul style="list-style-type: none"> <li>• Establishes priorities and develops clear and logical plans to achieve goals.</li> <li>• Monitors performance and progress against objectives.</li> <li>• Excellent organisation and time management skills, ability to meet deadlines and work under pressure.</li> </ul>
6.	<p><b>Working with others</b></p> <ul style="list-style-type: none"> <li>• Develops effective working relationships and networks.</li> <li>• Aids a sense of team spirit by encouraging cooperation and open communication.</li> <li>• Conflict management and influencing/negotiating</li> <li>• Is diplomatic and experienced in working in an international team</li> </ul>
7.	<p><b>Risk management</b></p> <ul style="list-style-type: none"> <li>• Understanding the sources of risk</li> <li>• Evaluating risks and methods for their control and mitigation</li> </ul>

## How to Apply

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To apply, please send a cover letter (of no more than 2 sides of A4), an up to date CV and details of your current salary and salary expectations to Anne Buglass, Director of Programmes at [Recruitment@visionaidoverseas.org](mailto:Recruitment@visionaidoverseas.org). Your cover letter should explain your motivation for applying for the job and how you meet the requirements specified in the Job Description.

Only applicants who have the legal right to live and work in Ghana will be considered.

<b>Closing date:</b>	COB Thursday 21 <sup>st</sup> June 2018
<b>First round interviews:</b>	tbc
<b>Second round interviews:</b>	tbc
<b>Start date:</b>	Flexible from 15 <sup>th</sup> July 2018