



Vision Aid Overseas

## Job Description

### Country Director - Zambia

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<b>Job Title:</b>	Country Director
<b>Location:</b>	Lusaka, Zambia
<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>	36 days holiday per annum including public holidays
<b>Closing date:</b>	<b>17:00 BST Monday 23<sup>rd</sup> September</b>
<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 role of the Country Director is to develop and lead the Vision Aid Overseas' Zambia programme to support our mission of enabling people living in poverty to access affordable glasses and eye care. The Country Director for Zambia will be responsible for planning, implementing and managing the Vision Aid Overseas' programme in Zambia 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 Zambia, 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 Zambia.

## Key areas

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### VAO Strategic leadership

- Lead on the development and implementation of a 3-5 year strategic plan for Vision Aid Overseas' work in Zambia that clearly contributes to the Government's Eye Health Strategy, building on VAO's expertise in the area of Uncorrected Refractive Error (URE) and closely aligned to our Theory of Change.
- Develop new networks and partnerships with a view for potential collaboration and joint programming where desirable.
- Working with the Fundraising and Communications Team, develop strong programme proposals for funding.
- Develop and take forward opportunities for in-country fundraising.
- Building and maintaining relationships with current and potential donors.

### Programme Planning and Management

- Manage (including the setting of tasks, priorities and monitoring), the Vision Aid Overseas Programme in Zambia.
- Maintain the Monitoring and Evaluation (M&E) schedule including the collection, analysis, and reporting both quantitative and qualitative data from the programme.
- Grant management, including accurate, well-written reporting.
- Setting short and long-term targets.
- Regularly review the risk register and report concerns to the Head office.

### Administration, HR and Finance

- Undertake all necessary regulatory work for VAO as an INGO operating in Zambia (MOUs; registration requirements etc)
- Ensure all VAO policies (safeguarding etc) are understood and adhered to and adapted to Zambia in respect of Staff, Volunteers, disseminated/shared with partners etc.
- Line management of a small team of staff, including all HR processes, policy compliance, payroll.
- Development and management of programme budgets, often with multiple grants.
- Regular and accurate financial management, using sound accounting practices.

### 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, including logistical arrangements, scheduling meetings etc.
- 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 Zambia.

## Person Specification

Knowledge and 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.	✓	
3	Experience of working in International Development (ideally in health).	✓	
4	Proven experience of grant and Donor 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	Comprehensive 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	Proven experience of leadership roles and managing teams.	✓	
13	Understanding of visual impairment and blindness issues.		✓
14	Understanding of issues affecting barriers to uptake of eye care including poverty and gender.		✓
15	Understanding of the UK charity sector and international development.		✓
16	Excellent presentation and communication skills.		✓
17	Experience of working with professional volunteers.		✓
18	Experience of working in formal partnership or consortia.		✓

Competencies	
1	<b>Drive for Results</b> <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	<b>Effective Communication</b> <ul style="list-style-type: none"> <li>• Ability to synthesise complex information and present a clear case for support</li> </ul>

	<ul style="list-style-type: none"> <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	<b>Problem Solving and Analysis of Information</b> <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	<b>Leadership &amp; project management</b> <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	<b>Time &amp; workload management</b> <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	<b>Working with others</b> <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	<b>Risk management</b> <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

To apply, please send a cover letter (**no more than 2 sides of A4**), an up to date CV (**no more than 6 pages**) and details of your current salary and salary expectations to Anne Buglass, International Programme Director 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.

Please note, only applicants who have the legal right to live and work in Zambia will be considered.

**Closing date:** 17:00 BST Monday 23<sup>rd</sup> September.  
**First round interviews:** 1<sup>st</sup> October 2019  
**Second round interviews:** 4<sup>th</sup> October 2019.  
**Proposed start date:** 1<sup>st</sup> December 2019

*We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.*