

## dZi Foundation Nepal Nepal Country Director Job Description



<b>Job Title:</b>	Nepal Country Director
<b>Job Level:</b>	Senior-Level
<b>Employment Type:</b>	Full Time
<b>Reports to:</b>	dZi Global Executive Director
<b>Duty Station:</b>	Nepal Country Office in Jhamsikhel, Lalitpur with field visits to program areas in Eastern Nepal as needed
<b>Salary:</b>	Basic Salary of NRS 26,00,000.00 (Twenty Six Lakh only) per annum plus benefits (retirement fund and social security fund and Festival Allowance).

### Organization

dZi works in partnership with rural communities in remote regions of Eastern Nepal to achieve prosperity by fostering access to basic needs, nurturing sustainable livelihoods, and co-developing tools for self-determination and self-sufficiency. The outcome is equitable, thriving, resilient, and sustainable community for all. Our vision is Equity, Empowerment, and Opportunity for All. For more information, please visit [www.dzi.org](http://www.dzi.org).

### dZi Values

dZi's organizational values that guide all thoughts, actions, and interactions are: equity, growth culture, integrity, authenticity, community, and responsibility.

### Job Summary

Founded in 1998, dZi is a continuously evolving organization undergoing both internal and external transformational growth to maximize its impact in Eastern Nepal. We have just completed a six-year global vision and strategy grounded in five strategic pillars: Capacity Building, Communications, Diversity, Equity, and Inclusion, Learning and Evaluation, and Partnerships. To implement this vision and strategy, we are seeking a Nepal Country Director (NCD) who consistently aligns with and lives into our organizational values and has a strong commitment to and deep experience working with our five strategic pillars to strengthen our organizational impact across the board.

The NCD will be responsible for developing and coordinating the implementation of dZi's programs at the community and national level in line with the overall dZi Global Vision and Strategy and in accordance with programmatic guidelines. The NCD will identify, network, and build alliances with similar organizations at the country level. S/he will provide technical and methodological support to the dZi Country program. S/he will identify like-minded in-country development partners and will promote partnerships that will support and grow program resources. S/he will ensure the smooth running of the program and its management as well as its sustainability. S/he is responsible for overall financial and human resources management of the program. S/he will actively lead in the development of the Nepal country strategy in line with the dZi Global Strategy. S/he will represent dZi in Nepal;

interact with external partners, including government, media, and all other stakeholders.

## **Duties and Responsibilities**

### **Leadership and Strategy**

As Country Director, you are responsible for setting the overall direction of the country strategy as well as the day-to-day operational management. That means that you will:

- Oversee and lead the organization's overall country strategy. Work with the ED and Nepal team in the development of current and long-term organizational goals and objectives
- Ensure that the Senior Management Team (including the Program Team, Nepal Directors and Senior Administration staff) have clear and realistic goals and objectives
- Ensure an open and trust-based dialogue through regular coordination meetings to ensure alignment with the overall strategy
- Ensure that the country senior management team is effective, mutually supporting and sufficiently involved in key decision-making processes
- Be responsible for the overall management of the country operations, including creating thorough organizational and programs plans, and recruitment and development of staff and key partners.
- Represent the dZi Nepal office and be responsible for the management of host country relation and dZi interests in dealing with government, international and local organizations, networks, and media for the Nepal program
- Lead in the development of the dZi Nepal program by providing sound methodological and technical support to ensure that appropriate program approaches are maintained.

### **Partnerships**

- Represent dZi at strategic meetings, conferences and other public events and contribute toward consolidating and raising the profile of dZi
- Oversee, facilitate and lead the process of effective planning and implementation of the country strategic plan working closely with the Social Welfare Council and other required entities to ensure all guidelines are met and in compliance with SWC expectations
- Work with international organizations, external partners and other collaborators to negotiate collaboration on programs, negotiate contributions materials and intellectual property to mutual programs
- Oversee all coordination efforts, contracts and MOUs with relevant government offices and partner organizations to secure their buy-in to dZi programs.
- Support field staff and district leadership to ensure local NGO partners uphold high standards of work ethics and financial transparency
- Represent dZi in direct interactions with donors, as needed

- Lead the process of identifying and exploring potential options for co-funding
- Together with the Program team, support relevant staff in drafting concept papers, project proposals and budgets in line with the approved country strategy
- Define, develop and take the lead of the country's advocacy strategy

### **Global Coordination, Communications and Reporting**

- Establish and maintain effective communication channels with internal and external partners (Donor agencies, US main office, SWC and other government counterparts, local and international NGOs)
- Ensure that appropriate reporting to governmental organizations is provided in timely manner
- Work with external partners to ensure that intellectual property is maintained, and that appropriate credit is duly given
- Timely preparation of programmatic and financial reports for various Government Departments such as SWC
- Attend official meetings to negotiate with Social Welfare Council, local partners and national and international agencies to develop implementation plans, develop new programs, negotiate contracts and memoranda of understandings, etc.
- Organize workshops and/or seminars to share dZi results among important government, non-government and donor agencies
- Support information sharing and alignment between all global offices and stakeholders. Share information and perspective as needed.
- Support regular communication between Nepal and the US. Attend weekly calls with Executive Director.
- Develop quarterly and annual reports to be shared at board meetings.
- Attend US board meetings and official functions as requested.

### **Programs**

- Ensure program delivery maintains high standards of quality and meets all annual targets.
- Inform Executive Director about capacity for mission delivery, design and revision of the global strategic plan consistently as needed.
- Lead annual program strategic design for NCO team.
- Supervise and provide input and feedback Program Team to refine and develop services and programs, create written yearly plans for all programs, provide regular supervision of programs to assure their effectiveness and quality, provide periodic reporting on the outcome of all programs, co-develop program budgets and provide final approval of all program designs.
- Oversee monitoring and evaluation efforts to understand program impacts. Lead organizational learning based upon constructive feedback.

## **Strategic Human Resource Management**

- Ensure high levels of staff engagement, satisfaction, morale, and connection to our mission. Encourage professional development opportunities for all staff. Reduce/prevent staff turnover
- Oversee all hiring processes, lead conceptualization, and hire for all senior staff positions
- Advise supervisors to ensure staff safety during project work, make decisions to reduce exposure to risk from travel, environmental hazards, natural disasters, etc.
- Lead yearly internal organization evaluation process, and ensure staff maintain a high level of productivity and commitment to the mission
- Create strategic human resource management system and ensure coaching & mentoring culture
- Directly supervise the Program Team, Officer of People and Culture, and Directors of Nepal.
- Allocate and manage staff resources according to changing program needs
- Ensure the development and review of job descriptions. Ensure that staff positions are appropriately filled
- Supervise the identification of staff development needs, ensure capacity building and create learning & growth culture
- Ensure that staff performance and development reviews are established and undertaken on routine basis
- Oversee the development and adaptation of the HR and Financial policies to the context in Nepal ensuring compliance with National and international labor laws/conventions
- Oversee the yearly audit process (IT/HR/Training/Program/Financial Audit)
- Oversee the financial flow and trends of the organization in real time basis.

## **Considerations**

- Workstation will be in Kathmandu with field visits as needed
- The Nepal Country Director is expected to hold the Nepal team accountable for appropriate progress as a team leader using encouragement, respect, constructive feedback and setting a good example to maximize the team's performance and encourage modifications of non-appropriate progress.
- Communicate on a weekly basis with the ED in writing or verbally
- Participation in evening conference calls via WhatsApp/Teams/Zoom on a weekly basis and working extended hours as needed.

## **Minimum Requirements**

- Masters level in relevant field (development, social sciences)
- Nepali citizenship (deep connection and commitment to Nepal considered)
- 7 years of experience in leadership / upper management position in development or non-profit sector in vision, team building, management, culture-building, and program strategy, design, and delivery.
- Ability to handle a large workload, work under pressure, independently and with limited supervision
- Experience working in a multicultural environment

- Values driven and collaborative decision making and problem-solving skills
- Strong ethics, alignment with dZi values, and reliability

### **Physical Requirements**

- Extensive hours sitting in front of computer/ laptop
- Able to trek through remote areas of Nepal

### **Technical Skills**

S/he should have computer skills. Knowledge of Microsoft Office programs including MS Word, Access, Excel and PowerPoint will be a plus. S/he should have critical skills to analyze and interpret basic accounting data and have basic budget preparation skills, too. S/he should be able to have contract and procurement making skills and negotiation skills.

### **Desirable Qualities**

A country director should have good diplomatic and interpersonal skills. S/he should have good communication skills, good written and oral English and Nepali language and should be able to coordinate teams and be a self-starter. S/he should have good leadership and administration skills and relevant experience in the field s/he wants to work in. The country director should network and maintain a good working relationship with other stakeholders in the industry and in the country.

### **Note**

Interested candidates are requested to submit their applications with a cover letter and updated Curriculum Vitae with at least two references (including previous or current employer) before **August 12, 2022 at 5:00 PM Nepal time** by email at **Email: [hire@dzi.org](mailto:hire@dzi.org)**.

Only shortlisted candidates will be contacted for further process. dZi Foundation Nepal reserves all the rights to reject any or all applications without assigning any reasons. Telephone enquiries will not be entertained.

### **Equal Employment Opportunity**

dZi Foundation Nepal is an equal opportunity employer. We strongly encourage and seek applications from women, people from marginalized groups, and bilingual and bicultural individuals. Applicants shall not be discriminated against because of caste, religion, sex, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, marital status, or medical condition.