

# Family Care International

## JOB POSTING Africa Program Director

**Status: Exempt**

Family Care International (FCI) is a non-profit organization dedicated to making pregnancy and childbirth safer in the developing world. FCI advocates for sexual and reproductive health and rights at the global, regional, and country levels; builds the capacity of local partners in Africa, Latin America, and the Caribbean; and develops information and training materials. FCI is headquartered in New York, with eight field offices in sub-Saharan Africa, Latin America and the Caribbean.

Family Care International's regional program in Africa covers three field offices in Francophone Africa (Burkina Faso and Mali) and Anglophone Africa (Kenya). The total budget for the program is approximately \$2-4 million/year. The Africa Program Director provides leadership and vision in the development, implementation and assessment of FCI's regional activities in Africa. The specific duties and responsibilities of the Africa Program Director (APD), carried out under the supervision of the President, include the following:

**Strategic planning and project/program development:** The APD defines and guides the overall vision and strategy for the regional program in Anglophone and Francophone Africa, in consultation with the Management Team (the senior decision-making body in the organization) and with input from regional and global program staff (NY-based and field office). Project development includes generating and pursuing program and capacity-building opportunities in conjunction with funding and partner agencies. These activities may be linked to existing regional or global programs, or may emerge through other channels. The APD also stimulates and guides field office staff in strategic planning, generating new project ideas and shaping local project opportunities.

**Program management:** The APD has overall responsibility for managing, monitoring and evaluating the Africa program in accordance with FCI policies and procedures, ensuring the development of appropriate workplans and budgets and the achievement of program and project objectives.

**Staff management and team building:** The APD ensures the appropriate allocation of responsibilities and tasks within the program, including recruitment of new staff and consultants as necessary. The APD supervises Africa program and administrative staff, consultants and occasionally interns in NY, and supervises Country Directors (CDs) of the field offices including monitoring of CDs' performance, conducting regular performance reviews, and providing guidance to CDs on the management of personnel issues within the field office. The APD stimulates and facilitates teambuilding among NY and field staff and provides guidance on staff supervision to field office staff.

**Capacity Building:** The APD oversees Africa program staff (NY-based and field office) in fulfilling their capacity-building activities with local partners, including government ministries, national or local non-governmental organizations, and other civil society groups. The APD provides limited direct technical assistance to selected local partner organizations (according to skills profile).

**Administrative and financial management:** The APD works with the Finance and Administration Department to provide financial and human resource management oversight of the Africa program. These responsibilities include monitoring expenses to ensure that projects stay within budget and expenses are correctly allocated/coded, overseeing the processing of field office expense reports, ensuring that financial reporting requirements for grants and contracts are fulfilled, and monitoring compliance with national labor laws, in close collaboration with the Finance and Administration Department. The APD plans and oversees departmental travel to ensure that travel is consistent with program needs and available resources.

**Resource development:** The APD guides fundraising efforts for the Africa program, identifying fundraising priorities based on program needs and likelihood of success. She/he oversees the preparation of donor proposals and reports, and provides input/information from the program for general support proposals and reports. Sources to be approached, in consultation with the Management Team, include foundations, individual donors, as well as headquarters and regional offices of bilateral donors and U.N. agencies. The APD guides the region's field office staff in their fundraising efforts and supports them in approaching national offices of bilateral donors and UN agencies. If feasible, depending on the national and regional context, local (regional and in-country) sources are expected to contribute 25-50% of the country program budgets, depending on the overall size of the national program.

**Liaise with technical and funding organizations:** As FCI's representative for the region, the APD is responsible for representing FCI through workshops, meetings, and other forums both in the U.S. and in the field; these may involve making presentations and speeches, or writing papers, as appropriate. As necessary, meetings with key technical and funding organizations in the program countries should be held on a regular basis (e.g., approximately every 6 months during visits to the region) to help identify funding and project opportunities.

**Participate in FCI institutional strategy development and decision-making:** The APD participates in the Management Team, participating in overall FCI strategy development, planning and major organizational decisions. The APD also contributes to other FCI regional and global programs, where relevant.

## **CORE REQUIREMENTS**

- ⦿ At least ten years' experience, at least 2-3 years working on the ground in Africa
- ⦿ Advanced university degree in a related discipline
- ⦿ Bilingual French/English
- ⦿ Demonstrated leadership skills and capacity, especially in strategic planning, program development, and team building
- ⦿ Solid knowledge of sexual and reproductive health issues in the African context
- ⦿ Demonstrated fundraising experience and achievements
- ⦿ Strong writing and editing skills, and strong interpersonal and professional communication skills (e.g., public presentations/speaking)
- ⦿ Experience preparing and reviewing research, including survey design, data collection and data analysis
- ⦿ Supportive, mentoring approach to team management and supervision
- ⦿ Travel of 20-40% of time is required

**Conditions of Service:** 5 days per week, based in New York City

**Period of service:** Full-time position

**Travel:** 20-40%

**Salary and benefits:** Salary is competitive, commensurate with experience; and includes a generous benefits package.

**Applications:** Applicants must be eligible to work in USA. FCI is an equal opportunity employer. Interested candidates should send a resume, letter of interest, including salary requirements to:

Family Care International  
588 Broadway, Suite 503  
New York, NY 10012  
e-mail: fcijobs (at) familycareintl (dot) org

Please indicate on subject line: Africa Program Director

**No telephone calls, please.**