



Position Title: Deputy Country Director, NASTAD Ethiopia
Location: Addis Ababa, Ethiopia
Reports to: Country Director, NASTAD Ethiopia

Purpose and Description

Based full-time in the NASTAD Ethiopia Central Office (CO) in Addis Ababa, the Deputy Country Director is responsible for the day-to-day operations of the field office, working with and supporting the technical and administrative staff, and works closely with the NASTAD Ethiopia Country Director on overall strategy and management of the country office and programs. Primary responsibilities include overseeing routine operations in regard to planning and implementation of all project activities, coordination of logistics and project resources (human, financial, equipment, supplies), monitoring & evaluation and reporting functions, and satisfying the requirements of funders and Government of Ethiopia. In the absence of the Country Director, the Deputy Country Director will assume the role of Acting Country Director.

Essential Functions

- In association with the NASTAD Ethiopia Country Director, pro-actively liaises and communicates with U.S.-based NASTAD Headquarters (HQ), and maintains and disseminates knowledge of all pertinent NASTAD policies and procedures.
- Supports the NASTAD Ethiopia Country Director in the planning and implementation of NASTAD Ethiopia activities in the Country Operational Plan, including the development of a NASTAD Ethiopia Master Work Plan, timeline and budget, project reports, updates and continuation proposals, and attending related meetings.
- Assures adherence of operations and staff to all NASTAD policies; serves as an expert resource for compliance to the staff during drafting of terms of reference, program guidelines, project plans and budgets, and purchase proposals.
- Directs the development of the country operational budget; monitors budget vs. actual reports in terms of field office and overall program spending/pipeline analysis; facilitates the annual external auditing process of the field office, and supervises the handling of all financial expenditures and reporting.
- Produces necessary contracts and service agreements according to approved templates and applicable laws and policies for review and approval by Country Director and then NASTAD HQ; and ensures compliance to these agreements and appropriate oversight and documentation.
- In coordination with Country Director, consults with legal representation as warranted to protect the interests of the agency and insure compliance to all applicable laws; and refers to NASTAD Finance & Accounting, Human Resources & Admin, and Global Program leadership for support and direction as needed.

- Supervises finance and administrative staff, facilitates team work plan to meet applicable timelines and government filing deadlines, and prioritizes as needed.
- Oversees the hiring process for all NASTAD Ethiopia employees, ensuring responsible staff follow the NASTAD Ethiopia Personnel Manual, Ethiopian Labor Law, and NASTAD Human Resource Manual in identifying and securing qualified staff.
- Insures that job descriptions, contract agreements, and the NASTAD Ethiopia Personnel Manual are current and are in accordance with all applicable laws and regulations. Makes sure that performance evaluations and all other human resource paperwork are completed accurately and timely.
- Approves purchases according to the NASTAD Ethiopia Master Work Plan, Finance and Accounting Manual, and applicable guidelines, and acts as one of two signatories for NASTAD Ethiopia checks and bank transfers.
- With the support of the NASTAD HQ proactively establishes and maintains NASTAD field office operational capacity, infrastructure and communications. Recommends actions that would improve operational capacity.
- In coordination with and under the direction of the NASTAD Ethiopia Country Director, serves as liaison with the Ministry of Health (MOH), Federal and Regional HAPCOs/HBs, USG funding agencies, and implementing partners around programmatic activities.
- Participates as a part of the NASTAD-E CO team in identifying gaps, barriers, and problems experienced by FMOH, FHAPCO, and the regions at all levels and propose possible solutions for technical or financial assistance and capacity building.
- As directed by the Country Director, performs other related activities in support of accomplishing NASTAD Ethiopia's mission.

Minimum Requirements Education/Experience

- Advanced degree in Public Health, Business or Public Administration, International Development, or other closely related field.
- Minimum seven (7) years senior management experience with international nongovernmental organization or within a USG/UN agency.
- Significant management accounting experience with program budgets specifically in operating accordance with USG funding guidelines
- Demonstrated familiarity with the Ethiopian health care structure and ability to work effectively with staff at all levels.
- Public health management training background with strong HIV related experience preferred.
- Proven management of large team or organization with several significant projects and multiple tasks.
- Experience in managing agreements with local organizations to conduct community-based activities preferred.

Skills/Knowledge

- Thorough understanding of relevant USG and GOE laws and regulations necessary to operationalize NASTAD Ethiopia program plans and budgets (e.g. policies on labor law, purchasing, taxation, documentation, reporting).
- Extensive knowledge of relevant national guidelines and national/regional activities related to HIV/AIDS and STI and experience in the health system of Ethiopia.
- Exceptional ability to work independently and autonomously.
- Proven leadership, management, mentoring, and supervision skills.
- Demonstrated ability to:
 - communicate effectively with partners, staff, and colleagues with a high level of tact, diplomacy and confidentiality.
 - monitor and document observed activities.
 - write clear and accurate reports.
 - effectively work collaboratively with many partners.
- Strong organizational, electronic file management and computer skills including Microsoft Office Suite and QuickBooks financial.
- Fluency required in both Amharic and English in reading, writing, and speaking, with knowledge of other local languages and cultures a plus.

How to Apply

Please review the full job description and requirements at:

<http://www.nastad.org/employmentopportunity.aspx>

Qualified candidates meeting the above requirements should apply by e-mail to NASTAD Ethiopia at hr.nastad.ethiopia@gmail.com. The subject line of the email should only read “**Deputy Country Director.** “ The application deadline is January 16, 2012 (GC). Please include a cover letter with the position name, resume or CV, and earnings requirement. Do not send additional documents such as diplomas, training certificates, or coursework. You may bring copies to the interview. Failure to comply with these instructions will result in your application not being accepted.

If email is not possible, please mail to NASTAD Ethiopia P.O. Box 1527/1110 Addis Ababa, Ethiopia or hand deliver to NASTAD Ethiopia Central Office, Kirkos Sub-city, Wollo Sefer 02/03, House No. 693 in Addis Ababa, on the top floor of the Jhpiego Building (G+3), off of Wollo Sefer just past the Mina Building on the right.