



Job Title: Country Director, Botswana
Salary: TBD
Location: Gaborone, Botswana
Reports to: Associate Director, Global Program

Purpose and Description

As a senior representative of NASTAD in the country, the CD is responsible for:

- Taking ownership of the organization's agenda and successfully executing it
- Ensuring appropriate staffing and training , i.e. a small yet highly effective team on-the-ground to pursue the various streams of work
- Establishing and maintaining the appropriate processes and tools for planning, budgeting, project implementation, reporting, and monitoring progress
- Developing trust and strong relationships with all the key stakeholders in government, at both ministerial and administrative levels, as well as international agencies, NGOs, and donors
- Maintaining appropriate bi-directional communication and information flow with HQ to ensure the organization's capabilities are being fully leveraged on-the-ground
- Continuing to identify the most critical hurdles to scale-up of program activities, and refining priorities to address these hurdles
- Maintaining and strengthening the reputation of NASTAD as a highly capable organization, whose agenda is primarily to partner with government and assist with its most pressing needs addressing the HIV/AIDS epidemic

Essential Functions

Programmatic:

- Coordinate the planning and implementation of NASTAD activities in Botswana including the development and implementation of work plans, timelines, project reports, updates and continuation proposals
- Guide and manage the team to successfully work on the various on-going projects to leverage proposed outcomes and meet/exceed quantitative target commitments to donors
 - Collaborate with HQ to transition evidence-based planning activities to the Ministry of Local Government while continuing to provide high quality technical assistance to districts for the development and implementation of annual HIV plans.
 - Draw upon understanding and experience of individual and community behavior change best practices to supervise, train and guide staff in the implementation of the Botswana Prevention Works program

- Liaise with other country programs and TA teams to identify best practices and, when appropriate, adapt/test them in the country
- Establish and implement internal monitoring and external reporting protocols and tools
- Draft articles, reports, fact sheets, and issue briefs on HIV/AIDS in Botswana for NASTAD publications as assigned
- Represent NASTAD at meetings and conferences as directed
- Closely liaise and work with Government
- Closely liaise and work with partner agencies

Resource Management:

- Manage human resources to ensure maximum effectiveness of NASTAD team
- In coordination with HQ, help determine and recruit future required human resources
- Ensure adequate orientation for new staff and volunteers; supervise and mentor program/technical and administrative staff
- Ensure fulfillment of employers' legal obligations and respect for national laws, regulations and customs for hiring, contracting, work permits, salary calculations, etc.
- Oversee administrative management of the office and programs, including direct supervision of administrative staff
- Manage processes and tools for financial reporting
- Supervise monthly accounting, cash flow and reporting to HQ and donors of all expense points, including supervision of relevant staff members
- Ensure the proper management of each project's budget
- Oversee local audit process and fulfill HQ audit/documentation requirements
- Oversee all written commitments and/or contracts binding NASTAD, and the management and safeguarding of all NASTAD assets and belongings, and their procurement.

Minimum Requirements

Skills/Knowledge:

- Regional familiarity and language experience is strongly preferred
- Comfortable in a peer relationship with political leaders such as Ministers of Health, as well as civil servants; understand how to effectively build new relationships as well as nurture/strengthen existing ones at multiple levels in government
- Ability to navigate complex government processes with multiple influencers, while negotiating and achieving consensus
- Proficiency working on highly complex problems without extensive structural or operational support from HQ
- Must be great mentor, manager, role model and team player/builder; must have, and meet, high performance standards; must lead staff and team in meeting and/or exceeding expectations and goals
- Strong analytical skills
- Ability to work within budgetary constraints typical in a small NGO
- Fluent oral and written English a must

- Knowledge of HIV/AIDS, including HIV prevention best practices and approaches to changing individual and community HIV risk factors
- Excellent business-oriented oral and written communication skills
- Strong Microsoft Office skills.

Education/Experience:

- Substantial developed country and developing country experience; professional experience in relevant regions preferred
- Successfully served in a leadership role, with full operational and financial responsibility and accountability for a program, geographic region, business, or public initiative; experience conceiving, planning and executing programs or projects with documented results
- Experience working with government, and demonstrated ability to favorably influence decision making processes in a diplomatic and collaborative manner
- Repeatedly demonstrated recruitment and development of highly skilled, talented, and loyal staff
- Demonstrated proficiency in building and applying management processes and tools
- Demonstrated ability to work with organizational leadership on strategic, operational, and organizational issues, as a strong, yet collaborative voice on the team
- 5-10 years of experience implementing public health approaches in the public sector with increasing levels of responsibility and leadership; a strong track record in achieving results; background in management in fast-paced, results-driven organizations
- 5- 10 years experience in implementing HIV/AIDS prevention , care and/or treatment programs
- Master's Degree in Public Health, Business or other related discipline preferred

Special Working Conditions:

- Working conditions in-country may be resource constrained and may require extra health precautions such as malaria prophylaxis
- Botswana is a middle income country, however physical accommodations and infrastructure in-country may be constructed to local custom and/or standard, or in development, and may not be possible to modify or adapt

Employer's Rights

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any lawful reason.

This position is classified as FLSA exempt.

How to Apply

Qualified candidates should apply by e-mail only to HumanResources@NASTAD.org. To qualify as an applicant, subject line should indicate "**Country Director, Botswana**" only, and a cover letter and resume should be attached. NO PHONE CALLS PLEASE.

Please note that NASTAD is an equal opportunity employer and we cannot accept resumes, CV's, or cover letters which contain identifying information pertaining to race, color, religion, sex, gender identity or expression, sexual orientation, personal appearance, pregnancy, childbirth or related medical conditions, family responsibilities, marital, veteran or military status, national origin, age, disability, genetic traits, matriculation, political affiliation, or any other classification protected by federal, state or local law. Submitted items which contain any of the above information will not be reviewed or kept.