



Job Description

Country Director, Malawi

Accountable to: Maternity Worldwide Chair

Lead UK contact: Grant Funding and Programme Support Manager

Job Purpose: To manage Maternity Worldwide's programmes and operations in Malawi.

Hours of work: full time or part time considered

Salary range: up to £20,000 p/a commensurate on experience

Base: Zomba Office, Malawi

Maternity Worldwide exists to help reduce the number of women dying or injured in childbirth. We are one of the UK's leading charity dedicated to saving lives in childbirth overseas. Maternity Worldwide is an international non-governmental organisation (INGO) with small team of paid staff (currently two posts in UK) and a network of volunteers. The organisation was started in 2002 and has grown both in income and diversity of programmes. We are currently establishing a Big Lottery Funded programme in Zomba District Malawi which aims to reduce maternal and new-born morbidity and mortality by a range of demand-side and supply-side interventions (women's empowerment and microfinance groups, community health promotion, training skilled birth attendants and equipping a hospital and two clinics).

You can read more about the organisation, our work and the issues around maternal mortality on our website: www.maternityworldwide.org Our headquarter offices are in Brighton in the UK.

General Responsibilities:

Implement and further develop Maternity Worldwide's vision, mission, philosophy and principles in line with agreed strategies and organisational priorities in Malawi.

Lead and direct the implementation of Maternity Worldwide's work in Malawi in accordance with good management practice and organisational policies and systems.

Specific Responsibilities:

Organisational Development

- Actively contribute to Maternity Worldwide's development as an international organisation in Malawi, including leading development and implementation of the country strategy;
- Maintain regular communication and updates with Maternity Worldwide's UK office;
- Provide inputs to wider organisational activities as and when required, such as participation in events, training courses and conferences;
- Contribute to raising the profile of Maternity Worldwide in Malawi, networking with key people/bodies;

- Assess and respond to a changing external environment including political and financial issues;
- Contribute to fundraising activities, including but not limited to, taking a lead for accessing in-country funding (e.g. DfID) and inputting into proposal design and development;
- To actively seek and nurture new partnerships with government, funders, healthcare providers and other NGOs aligned to Maternity Worldwide's charitable objects.

People Management

- Effectively lead the Malawi team including developing and implementing performance management frameworks and within Malawian employment law;
- Ensure ways of working and team behaviours are in line with Maternity Worldwide's values and policies and are compliant with local law;
- Be fully accountable at country level for emergency and risk management, developing a plan and ensuring staff and volunteer awareness and compliance;
- Ensure volunteer duty of care and support; maintain a culture of partnership between volunteers and staff, including appropriate feedback mechanisms and adherence to Maternity Worldwide policies and procedures.

Governance

- Be responsible for communicating and escalating identified risk with Maternity Worldwide Programme and Research Sub-group and Board ;
- Ensure robust systems and, where appropriate, partnership agreements are in place to work effectively with local partner agencies;
- Ensure that planned activities are presented and agreed by the relevant Maternity Worldwide structures including the Programme and Research Sub-group and Board.

Programme and Research Implementation

- Ensure Maternity Worldwide programmatic activity is designed and delivered against agreed strategic models (for example the integrated approach and Strategic Plan) and well documented
- Develop Maternity Worldwide's capacity to capture learning and disseminate good practice including organising in-country events;
- Ensure all reporting is of the highest standard;
- Be accountable for the implementation of Maternity Worldwide project's in line with donor agreements and/or agreed project timelines and plans;
- Be accountable for the timely reporting to Head Office and/or donors of project activities and finances in line with agreed deadlines – both internal and external;
- Liaise with international and in-country existing and potential academic partners to facilitate the role of Maternity Worldwide in research implementation;
- Facilitate research and audit within existing programmatic activity;
- Develop research protocols (in partnership with academic partners) and support applications for local ethics approval.

Financial Management & Control

- Ensure appropriate financial structures exist to support programme activities and compliance with donor rules and regulations, Maternity Worldwide policies and with local laws;
- Be accountable for the control and cost effectiveness of expenditure, budgets, resources and assets, ensuring financial controls are implemented in line with

established procedures, and maintaining the financial and legal integrity of the organisation;

- Provide progress and financial reports as required by the government and Maternity Worldwide's accountability procedures and as required by any donors.

Legal Compliance

- Ensure legal compliance in all areas (NGO registration, taxation, employment law, health and safety, insurance and internal requirements)

The post holder will be expected to carry out other duties as required and within reason.

Terms and conditions:

- This post is for an initial three years fixed term. The post holder will also have a probationary period of 6 months. The terms and conditions are as outlined in the contract of employment and follow statutory requirements.
- Maternity Worldwide follows a standard 37.5 hour week. Where possible we offer flexibility with working hours and remote working. This post will be based in Zomba, Malawi at the Maternity Worldwide Country Office.

Annual leave: Annual leave entitlement is 25 days per annum (pro rata).

Pension: There is no pension contribution with this post.