

Role title:	Country Manager Philippines	Line manager:	Head of Region	Management responsibilities:	Yes
Role family:	Management	Matrix manager:	n/a	Expected travel per annum:	Up to 40 days
Positioned in:	Asia & Middle East	Budget authority:	Yes		

<p><b>Role context</b></p> <p>Christian Aid is working with others to ensure poverty is eradicated. Transforming the lives of people who live in poverty today, and empowering them to lead change in their lives for the future is at the heart of our vision. This role needs to bring dynamic leadership to the country team as they achieve high impact in our programmes and innovation and change with partners NGO, allies and institutions. Christian Aid works exclusively through national partner organisations; the team needs to excel in the management of these relationships to achieve impact and lasting change. Relationships with policy makers and donors in country and internationally are critical to our growth and success in the future.</p>	<p><b>Role purpose</b></p> <p>To provide strategic leadership to Christian Aid's work in and on the country, ensuring the country programme and staff contribute to and are supported by Christian Aid corporate strategies. To manage, develop and empower staff working for Christian Aid and in-country to take responsibility within a devolved and decentralised region or continent, working within the corporate framework, agreed annual plans, budgets and defined delegations of authority. To be the senior representative of Christian Aid in-country and to develop and promote the country and programme profile within the region or continent and across the wider organisation.</p> <p>To contribute to the strategic direction and representation of the region or continent, to proactively engage in networks and learning groups and to review and evaluate other programmes and grants across the region or continent as required.</p>	<p><b>Education and qualifications</b></p> <p>The post holder must hold a minimum of a bachelor's degree or equivalent. Ideally the focus in education will be on international development and/or a related certification in management.</p>		
<p><b>Relationships</b></p> <p>Country Manager is a member of the Divisional Management Group and reports to the Head of Region. The post holder works across the organisation to promote understanding and awareness of the country and Christian Aid's programme and to encourage and support both independent and collaborative ways of working and internal and external networking. The post holder will need to liaise with functional leaders such as humanitarian response, advocacy and policy, and fundraising. The Country Manager will work closely with ACT Alliance members in the region and will strengthen relationships with key institutional donors e.g. DFID, EU, ECHO.</p>	<p><b>Role outputs</b></p> <ul style="list-style-type: none"> <li>• Robust country policy and country strategy built within Christian Aid's strategic framework and delivered via a portfolio of partners and encompassing humanitarian and development programming, advocacy, campaigns and communications.</li> <li>• Emergencies well responded to by capable staff and partners and risk reduction strategies in place. Security of employees, visitors and assets maintained through effective and continuous research and sharing of communication.</li> <li>• Staff recruited, managed, developed, performing to a high standard and meeting their objectives.</li> <li>• Strong leadership on creating and developing links with international ecumenical networks particularly through ACT Alliance.</li> </ul>	<p><b>Knowledge required</b></p> <p>A strong understanding of the drivers of poverty and its eradication are important to the role. A first hand understanding of the country within which this post is based is essential.</p>		
<p><b>Decision-making</b></p> <p>Country Manager is accountable for the efficiency and effectiveness of Christian Aid's programmes:</p> <ul style="list-style-type: none"> <li>• Responsible for overall management of programme to ensure strategy and annual plan objectives are met through quality programmes and partnerships and a sustainable funding base</li> <li>• Direct line management responsibility for staff within a framework of delegation and empowered working.</li> <li>• Responsible for overall financial management, including budget setting, monitoring and expenditure reporting for all sources of funding (restricted and unrestricted)</li> <li>• Responsible to represent Christian Aid externally and internally and to communicate Christian Aid's work in their country internally and externally</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion of the Christian Aid brand and enhancement of it's reputation through positive relationships with all others stakeholders including churches, donors, governments and embassies.</li> <li>• Leadership in all Christian Aid legal, financial and compliance requirements including responsibility for security management, quarterly reporting and monthly country returns, finance, HR and IT.</li> </ul>	<p><b>Experience and skills</b></p> <p>Essential: Considerable experience of international development work including project management. Experience of working with organisations in the global south, emergency and rehabilitation work, partnership with local and church partners, fundraising from and liaison with back donors. The post holder must be able to communicate confidently in English, both in writing and verbally. Knowledge of Tagalog or other major Filipino languages is desirable.</p>		
		<table border="1"> <tr> <td>Christian Aid core IT skill requirement</td> <td>Intermediate</td> </tr> </table>	Christian Aid core IT skill requirement	Intermediate
Christian Aid core IT skill requirement	Intermediate			
		<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.</li> <li>• Abide by the Code of Conduct, policies and procedures within Christian Aid.</li> <li>• This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.</li> <li>• Must be in sympathy with the aims of Christian Aid as it seeks to express the concerns of the Churches in relief and development, and strengthening poor communities.</li> </ul>		

## Core competencies:

### A: Innovation and creativity

These behaviours are about demonstrating openness to new ideas and seeking opportunities for Christian Aid to grow and be more effective at achieving its essential purpose. We also seek to learn from our experiences, adapt appropriately to change and make effective decisions on the most appropriate intervention.

- **L3** Coordinate the implementation of opportunities for Christian Aid's growth and effectiveness in its work.
- **L3** Coordinate others in the creation, promotion and adoption of learning and creativity within the work group.
- **L3** Coordinate change initiatives and work with people to achieve the desired organisational changes.
- **L3** Make decisions at a work group level based on technical expertise.

### B: Effectiveness and accountability

These behaviours are about demonstrating the ability to organise and execute work plans in a way that strengthens the work of Christian Aid. Everyone is accountable for their contribution to the achievement by Christian Aid of aims and objectives set out in its key strategy document Turning Hope into Action.

- **L3** Coordinate work groups in the implementation of work plans to ensure the most cost-effective outcome for the greatest benefit.
- **L3** Manage others in the creation and delivery of work group plans.
- **L3** Coordinate the implementation of work group goals to achieve work group objectives.
- **L3** Coordinate the review of issues affecting the work group and support the implementation of agreed actions.

### C: Team work

These behaviours are about demonstrating effective working practices with individuals and work groups; supporters and partners; staff and volunteers; and any other stakeholders. They emphasise the need to act as one organisation in an environment that reflects many different cultures and disciplines.

- **L3** Coordinate and encourage others in the application of Christian Aid's culture, structure and policies.
- **L3** Coordinate the maintenance of effective roles across work groups.
- **L3** Promote an inclusive environment that encourages diverse people, views and ideas.
- **L3** Encourage and engage others to achieve work-group objectives.

### D: Communication and interaction

These behaviours are about relating to others, communicating and networking effectively about the work of Christian Aid, and presenting information and expressing opinions confidently to internal and external audiences.

- **L3** Coordinate the creation of communications and relay information/ ideas across the work group.
- **L3** Coordinate networks and seek opportunities to work with others for mutual and work-group benefit.
- **L3** Advocate own ideas, probe issues and opinions, and anticipate challenge.
- **L4** Able to contribute to complex discussion and to influence others using the English language.

## Management competencies:

### E: Operational leadership and management:

These behaviours are about effectively leading and managing work groups to deliver high-quality results for supporters/donors, beneficiaries and internal customers.

- **L3** Identify and handle ambiguity
- **L3** Personally take significant risks
- **L3** Identify and handle strategic issues
- **L3** Align programme/ operational support

### F: People leadership and management

These behaviours are about effectively leading and managing people within a work group, enabling their voice within the work group, managing their performance and enabling individuals and work groups to volunteer their best contribution for the organisation.

- **L3** Ensure ongoing learning
- **L3** Develop influencing strategies
- **L3** Manage change
- **L3** Build strong work groups

## Role-specific competencies:

### G: Initiative

Dealing with situations and issues proactively and persistently, seizing opportunities that arise.

- **L3** Address imminent issues or opportunities

### H: Resilience

Remains energized and focused in the face of ambiguity, change or strenuous demands.

- **L3** Adapt to ongoing, or regular strenuous work demands