

## **School for Life Foundation Job Description**

Position Title:	<b>Country Director, Uganda</b>
Position Type:	Full time
Salary Package:	A competitive salary and benefits package will be offered commensurate with experience and qualifications.
Reports to:	Chief Executive Officer (Australia) and Chief Operating Officer (Australia)

### **Organisational Context:**

School for Life Foundation (SFL) / United Future Foundation Uganda (UFFU) is an NGO working in rural Uganda. We empower communities to become sustainable through quality education and related community activities.

To date we have mobilised the support of thousands of people globally to:

- Construct 2 primary schools and 1 secondary school.
- Educate 1,025 students annually from Early Childhood Development to Senior 3.
- Employ and empower more than 100 Ugandans in teaching, management and support roles.
- Provide professional development programs to teaching staff.
- Employ 10 women as tailors.
- Provide 3 nutritious meals a day to all our staff and students.
- Provide millions of litres of clean drinking water to two communities.
- Provide health care clinics to two school communities.

SFL/UFFU has undertaken significant growth over the past 2 years, with its operation size doubling and a requirement for more stringent reporting from governing bodies in Australia (including but not limited to the Australian Council for International Development (ACFID) and the Australian Charities and Not-for-profits Commission (ACNC)), strategic and operational planning, tighter accountabilities for performance of all members of the team, greater operational efficiency, more transparency around finance, governance and compliance, and revised policy implementation.

SFL/UFFU is currently constructing a high school boarding facility for 600 students which will open for 300 girls in 2021 and then 300 boys in 2022.

The Country Director will work closely with the Australian CEO and COO to lead and manage SFL/UFFU's operation in Uganda.

### **Position Responsibilities:**

The role of the Country Director is to provide leadership to the organisation in Uganda by:

- developing and driving the strategy and operational program delivery;
- ensuring compliance and governance of all parts of the program;
- driving accountability, culture and performance of the Ugandan workforce;
- managing risk and finance;
- leading and managing change in operations;
- assessing opportunities for future organisational growth and
- developing partnerships and relationships to ensure that programs are delivered in the most efficient and effective manner.

### **Leadership**

- Develop a strong, capable, and highly-motivated country team, including leading and directing an effective and accountable Management Team.
- Lead the development and implementation of a new 5-year strategy and operations plan.
- Ensure a positive and appropriate balance between operational in-country requirements with SFL's Australia's organisation-wide priorities.
- Demonstrate and instill a culture of hard work, accountability and collaboration within staff;
- Participate as a member of SFL/UFFU senior management team, ensure the integration and cooperation of all departments within the organisation and contribute to the overall development and leadership of members of the organisation.

### **Program Leadership**

- Develop and oversee the implementation of SFL/UFFU's strategic and operational plans, in conjunction with SFL's CEO and COO and local management.
- Implement program operations in a manner consistent with the mission, vision and values of SFL/UFFU and in compliance with the organisation's policies and procedures.
- Prepare regular progress reports to update SFL management, donors and other interested parties on Ugandan operations.
- Lead the review and refinement of partnership arrangements with local NGOs and identify appropriate new funding and partnership opportunities within Uganda to help optimize the work we are delivering.
- Expand and develop SFL/UFFU's program activities through the development of new project proposals and grant initiatives, to ensure every opportunity to grow the programs in Uganda are explored.
- Lead and ensure high quality program planning and implementation, including community engagement, and participation from staff.
- Oversee the development of monitoring and evaluation frameworks, and undertake program audits or donor audits as required.

## **People Management**

- Be a role model for managers and staff members.
- Assist the HR Manager with recruitment and induction of key senior management.
- Work with the HR Manager to ensure that staff contracts and other human resource practices adhere to local labour laws and regulations.
- Actively foster team-building amongst staff, and provide regular feedback to managers.
- Ensure that an effective performance management framework is in place, including setting clear expectations, conducting regular performance reviews with direct reports, (including a formal annual performance appraisal), ensuring that staff development needs are identified, and facilitating staff training and development opportunities.
- Maintain staff management systems which reflect SFL's principles of fairness, transparency and efficiency and ensure that the health, safety and security of staff is given high priority at all times and that policies and procedures are followed to maintain and promote staff wellbeing.
- Ensure all legal and regulatory requirements are met in a timely manner.

## **Finance, Administration & Risk Management**

- Ensure effective financial management for the operations in accordance with local statutes, delegation of authority and total budget parameters, using strong financial controls.
- Oversee UFFU's financial systems as advised by the CFO and as outlined in the Delegations of Authority.
- Ensure that reliable methods for the management and monitoring of expenditure, including handling of cash are in place, that an assets register is maintained, and that SFL/UFFU finance policies and procedures are complied with.
- Ongoing monitoring of the local African market for fundraising opportunities and / or operational partnerships.
- Participate actively in the annual budgeting process, and ensure preparation of other financial documents and analysis when requested.
- Monitor income and expenditure throughout the year in accordance with budget (once approved by the CEO and Board) and take corrective action when variances emerge.
- Actively monitor the operations and programs for potential cost saving and efficiencies.
- Maintain effective risk management approaches in consultation with SFL's COO.

## **Reporting & Compliance**

- Provide reports for the UFFU and SFL Boards, donors and grant-bodies as required.
- Provide other material necessary for fundraising, human resources, communications and media purposes.
- Ensure that operations are compliant with all statutes, regulations and protocols in Uganda, along with the ACFID Code of Conduct and ACNC guidelines.
- Ensure the maintenance of accurate and up to date organisational and statutory records.

## **Reputation, Networking & Key Relationships**

- Liaise with and ensure good working relations are expanded and maintained with Government departments, local NGOs, donors and other international agencies to share information, plan and review programs, develop joint projects, collaborate and ensure mutual awareness of activities and projects.
- Represent SFL/UFFU interests at relevant and appropriate working groups, forums, media events and donor discussions, demonstrating high professional standards and ethical conduct.
- Ensure that open, effective and regular communications are maintained with SFL's Australian office, building a productive and collaborative relationship.
- Maintain and further enhance SFL's/UFFU's relationships within the local communities in which it operates.
- Maintain and further explore key contacts in designated provincial areas and districts, and develop strong engagement with those communities.
- Ensuring that all activities undertaken maintain and enhance SFL/UFFU's strong reputation and image with all stakeholders.

## **Key Attributes:**

- Commitment to SFL's/UFFU's vision and values.
- Collaborative teamwork and strong people management skills.
- Strong strategic thinking, commercial and analysis skills.
- Accountability and integrity.
- Adaptability and flexibility.
- A can-do attitude, a desire to produce results that require hard work and motivation to achieve beyond what is expected.
- Forward thinking, inventive, solution focused.
- Strong communication and negotiation skills
- Excellent project management, communication and organisational skills to ensure on time project planning, budget and delivery.

### **Required Qualifications and Experience**

- Minimum six years of experience in a similar role.
- A strong knowledge of Uganda and East Africa, including its people and culture, and local and national government structures and processes.
- Demonstrated leadership abilities and a proven track record of managing people and building high performing teams and a positive culture.
- Detail oriented, strong organisation, analytical and strategic planning skills.
- Effective time-management skills with the ability to multi-task and manage multiple time-sensitive priorities.
- A self-starter with enthusiasm and initiative that can also manage ambiguity and change, the ability to respond adeptly to rapidly changing priorities and the ability to work well under pressure.
- Collaborative team player, willing to support the shared goals of the team.
- Ability to build and manage internal and external relationships.
- Demonstrated commitment to SFL's mission and ability to present, inform and motivate individuals and groups about SFL's mission and programs.
- Proven ability to make effective decisions and solve problems effectively, and creatively.
- Strong computer literacy.

Please send your resume and cover letter to Annabelle Chauncy OAM, CEO at [jobs@schoolforlife.org.au](mailto:jobs@schoolforlife.org.au)