

## Farm Radio International

Job posting

### Country Representative (Tanzania, Uganda and Kenya)

<i>Reports to:</i>	Director of Operations
<i>Liaises with:</i>	Director of Programs, Head of Project Implementation, Senior Manager for Program Development, Specialty Team Leads, Regional Program Officers and Head of HR & Workplace Management
<i>Overall leadership to:</i>	Country Staff Team in Tanzania, Uganda and Kenya (through KCOMNET)
<i>Directly supervises:</i>	Co-supervises Programs Manager with Head of Projects. Directly supervises Country Finance Coordinator/Officer
<i>Level of Effort:</i>	60% (Home Based)

### Nature and Scope

The Country Representative is a key position in Farm Radio International in East Africa, with overall responsibility for leading and developing the growth of the organization within a specific number of countries. *The position will focus on the Tanzania Country Office with strategic support to Uganda and Kenya (through KCOMNET). The position is in an interim capacity from June 15, 2021 to March 31, 2022.* The key expectations of a successful Country Representative are that they: create a strong reputation and profile for FRI; engage with government partners effectively; position FRI to participate in major rural development initiatives; secure new funding opportunities; lead the development of a strong, capable, high-functioning, well-coordinated and motivated staff team and; oversee the sound administration and management of FRI operations in the country. The Country Representative will also support team members in working effectively with and fulfilling accountabilities to FRI staff in other teams and offices, including the regional, international, and specialty teams and departments. *The incumbent will be specifically supported on Operations Management such as administration, human resources etc. by the office of the Director of Operations due to the limited LoE.*

### Responsibilities including key deliverables:

- 1. Raise the profile and develop/maintain an excellent reputation for impact, reliability and performance of Farm Radio International within the country and region**
  - 1.1.** Represent FRI in *at least four (4)* strategic national events that lead to either PD opportunities and/or nurturing public and private partnerships on a *monthly basis*.
  - 1.2.** Maintain *monthly* regular contact with key decision-makers and policy-makers especially in the key ministries of Agriculture-Department of Extension, TAMISEMI, Ministry of Livestock and Fisheries Department etc. and the regional administration offices where FRI has ongoing projects.

- 1.3. FRI work featured/promoted *at least twice per quarter* in local media (news/TV) including local Swahili social media presence resulting in greater media coverage.
- 1.4. Ensure maintenance of an office that is professional and welcoming of visits. *Though the position will be home based in Dar es Salaam, it is expected that the incumbent shall visit the Arusha Office at least once per quarter at the minimum.*
- 1.5. Organize *monthly* profile-raising events including project-related launches and closures in collaboration with key stakeholders.
- 1.6. Explore and find ways of promoting the specific CO strategic plan and 2020 & beyond SP.

**2. Build strong relationships, working closely with the Senior Manager for Program Development:**

- 2.1. Establish and convene a “Country Advisory Committee” composed of highly reputed professionals in line with prevailing regulations at a minimum of *one engagement session per quarter*.
  - 2.1.1. Establish the Country Advisory Committee in Uganda at least in the 1st six months.
- 2.2. Develop and maintain relations with national and regional governments, including Line Ministries, departments, regulatory authorities and any relevant task forces or special working groups.
  - 2.2.1. Finalize MoUs with key ministries that are underway e.g. Ministry of Agriculture, TAMISEMI.
  - 2.2.2. Ensure compliance with NGO regulations under the Ministry responsible for NGO registration.
  - 2.2.3. Strengthen FRIs’ participation in civil society groups such as INGO Forum in Tanzania, ANSAF etc.
  - 2.2.4. Maintain the representation of FRI in Tanzania Association of Extension and Education (TSAEE)-AFAAS Country Fora.
- 2.3. Develop and maintain relations with Canadian High Commissions, Embassies and Global Affairs Canada as well as other Embassies and bilateral development agencies
  - 2.3.1. At least *1 engagement per quarter* with the Canadian High Commission
  - 2.3.2. Submission of *1 unsolicited concept note* to Tanzania High Commission in line with their priorities
- 2.4. Develop and maintain relations with funding organizations
  - 2.4.1. Maintain the PD priorities table *every month*
  - 2.4.2. Engage with *at least 2* new funding organizations every month
  - 2.4.3. Produce *monthly intelligence/trend reports* for funding situation in country
- 2.5. Develop and maintain relations with civil society organizations, including media organizations, farmers’ organizations, women’s organizations, NGOs, etc.
  - 2.5.1. Formalize at least 2 MoU/framework agreement per quarter under each category as identified above

- 2.5.2. Develop and maintain relations with private sector groups
  - 2.5.3. Host visits and organizing field visits and tours
  - 2.6. Undertake at least 1 field visit every month in collaboration with local authorities
- 3. Grow the organization within the country by Identifying and developing prospects for new projects in country working closely with FRI's Senior Manager for Program Development and within established PD systems**
- 3.1. Scan, identify and monitor PD opportunities
    - 3.1.1. Identify at least 2 *major opportunities* each quarter that lead to proposal/CN submission in line with country PD plans in the AWP
    - 3.1.2. Update PD partners priority table every *month*
    - 3.1.3. Participate in *monthly* PD meeting for ESA region
  - 3.2. Contribute to concept notes, proposals and budgets in concert with the PD team
    - 3.2.1. Submit at least 2 country led proposals/CNs per quarter
    - 3.2.2. Meet the minimum 500k CAD annual revenue goal
  - 3.3. Ensure FRI's prospective role and financial needs are understood and accepted by funders or project collaborators
  - 3.4. Ensure application processes, including Farm Radio's internal processes, e.g. risk analysis and management, are followed and deadlines met
  - 3.5. Advocate for FRI's submissions
- 4. Provide leadership and coordination to the Country Team**
- 4.1. Lead the recruitment and professional development of all team members, with appropriate participation and input from others in FRI's global, regional and specialty teams
    - 4.1.1. Undertake specific *fortnightly* capacity building/mentorship sessions with the Program Manager.
  - 4.2. Lead the development of an organizational culture and practice that promotes gender equality, is inclusive and participatory, is respectful of diversity, and a pleasure to be part of with zero tolerance for sexual harassment or misconduct or for fraud or corruption of any kind.
  - 4.3. Lead country team contribution of the "2020 and Beyond" strategic plan including monitoring of the AWP
    - 4.3.1. Participate in *quarterly* AWP sessions
  - 4.4. Coordinate the development of country specific annual plans informed by and linked to the overall global SI-centered plan for FRI
  - 4.5. Review workplans and monitor progress toward annual objectives on a regular basis
  - 4.6. Convene and chair *fortnightly* management and *monthly* staff meetings
  - 4.7. Convene regular staff-coordination meetings
  - 4.8. Ensure that specialists work effectively with and are accountable to specialty team leads and coordinators.
  - 4.9. Ensure that project leads work effectively with the Program Manager and that Program Manager are accountable to their Head of Projects.

- 4.10. Ensure that the Country Finance Officer works effectively with and meets accountability expectations of the Field Finance Manager and/or Director of Operations.
- 4.11. Ensure staff respect all FRI policies, procedures and guidelines.

**5. Manage the country office and any field-offices or sub-offices *in collaboration with the Director of Operations***

- Ensure office policies and protocols are followed
- Ensure procurement policy is being properly followed
- Ensure all contracts are entered properly, shared with those who need them and filed properly – both physically in a secure cabinet and digitally in Google Drive.
- Negotiate lease agreements and manage sublet agreements for “tenants” in Farm Radio offices
- Equip and maintain the office
- Strive to make the offices “green” in terms of energy and water conservation, cleanliness, comfort, security and surrounded by plants
- Vehicles – ensure they are well maintained, insured, permitted, stored and that policies are followed.
- Furniture and equipment – ensure that it well maintained, insured, stored, inventoried, and that all maintenance, etc.

**6. Managing HR administration *in collaboration with Head of HR & Workplace Management***

- Ensure all staff have up-to-date contracts, with job descriptions, and individual workplans (in line with employee performance management (EPM) templates and systems) that are on file, complete and up-to-date
- Lead staff recruitment process with appropriate input from all involved in hiring decisions.
- Oversee work of international volunteers and interns (Uniterra etc.)
- Ensure all staff are familiar with and adherent to Personnel, Safety and Security, Harassment, Whistleblowing, and Administration Policies
- Ensure permits and visas in place for international staff and interns
- Ensure national labour laws and standards are being followed
- Ensure mandatory remittances, including income and VAT taxes are deducted and submitted and that all social security and other benefits are in place and up to date
- Ensure implementation of on-boarding orientation and training for new staff
- Hire and directly supervise: office managers, logistics officers, drivers, office support staff

**7. Financial Oversight *in collaboration with Regional Finance Manager***

- Oversee and monitor country annual budget
- Oversees financial monitoring and quarterly financial systems and reports
- Oversees effective implementation and compliance of finance and procurement manuals/regulations

- Ensure the development, monitoring and revision of project spending plans
  1. Participate in fortnightly ESA spending plan review meetings
  2. Receive, review and advise on CO budget monitoring on monthly basis
  
- 8. Security, safety and welfare *in collaboration with Director of Operations***
  - Carry out monthly risk, vulnerability and threat assessment from time to time
    1. Fill in the monthly ESA security status
  - Liaise with other agencies on security matters
    1. Explore joining the Tanzania OCHA
    2. Register with other like-minded organizations on security alerts

**If you are interested in applying for this position, please send your CV to [lbrownharper@farmradio.org](mailto:lbrownharper@farmradio.org)**

**Farm Radio is an affirmative action employer. Women, people of colour and members of equity-seeking communities are strongly encouraged to apply. We welcome and encourage applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the selection process. No telephone calls please.**