

Job Description Country Director Tanzania

Job Title	Country Director
Location	Dar es Salaam, with travels to field, region, as well as international travel
Reporting to	LM ECSA Regional Director in Kampala (ECSA=Eastern, Central and Southern Africa)
Job Purpose	The Country Director is expected to provide overall strategic direction, leadership, and oversight to the Tanzania Country Office and national strategy, enabling the execution of the organisation's vision and mission.
Primary Working Relations	LM Tanzania Country Office, LM ECSA Regional Office, and LM Global Head Office in Stockholm. Part of the ECSA regional senior management group.
Organisational Overview	LM International's vision is "Dignified Life – Sustainable World" and its mission is "To save lives and empower people". LM is a global foundation based on Christian values. For us, this means that all people are unique and have equal value regardless of belief, gender, ethnicity, or anything else that could be the basis for discrimination.

Work Conditions/Remunerations

Based in Dar es Salaam, Tanzania with travels within the Country, Region and internationally. Working hours is 40 hours per week but with flexible working hours as need be. Salary and benefits as per individual agreement.

Primary Duties and Responsibilities	Key Performance Indicators (KPIs)
<p>Overall</p> <p>1. <i>National co-ordination and stakeholders' dialogue.</i> This includes to ensure active contribution at meetings that will foster and promote strategic relationships and expand the partnership arenas that LM International do engage in, such as INGO Forums and Government/UN/Embassy/donor</p>	<p>Overall (1-3)</p> <p>LM International complies with all legal requirements and relevant national policies and maintains its legal registration in Tanzania, both at a national and at field level when applicable.</p> <p>LM International is represented at relevant INGO Forum meetings and all</p>

<p>coordination meetings as well as local partnerships with community-based and faith-based actors.</p> <p>2. <i>Strategic communication and national media relations.</i> This includes to be the official spokesperson at national level and to communicate effectively the LM Vision, Mission, Core Values and Programme objectives, both within and outside the country.</p> <p>3. <i>Protocol and external relations.</i> This includes to establish sound, strategic working relationships and cooperative arrangements with Government Authorities, local and international partners, community groups, support organisations and present the programmes and values of the organisation to the public.</p>	<p>clusters in which LM International engages.</p> <p>The effective stories and voices of change from Tanzania country program are included in official reports and in external strategic communication including Tanzanian national media.</p> <p>LM International is represented in any other vital meetings called for by the Government, UN-agency, or institutional donor agency.</p>
<p>Specific</p> <p>4. <i>Senior Programme Management.</i> This includes to provide leadership in designing, developing programmes and to ensure that the Country Strategy is regularly updated, monitored, and reported upon.</p> <p>5. <i>Mobilisation of resources.</i> This includes to ensure growth and sustainability of the country programme by developing new programme initiatives and</p>	<p>Specific (4-12)</p> <p>The Tanzania Programme is compliant with LM internal policies and procedures decided by global (HO) level.</p> <p>The Tanzania Programme submits project, programme, financial, and HR reports within set timeframes and according to donor agreements.</p>

<p>securing funds through the preparation and submission of funding applications and proposals to both local and international donors.</p> <p>6. <i>Grant management.</i> This includes to ensure that the organisation operates within budget guidelines and prepares and submits annual audits and project audits as per donor/government requirements. Ensure that adequate funds are available to permit the organisation to carry out its work.</p> <p>7. <i>Monitoring, Evaluation, Accountability and Learning (MEAL).</i> This includes to secure that the country office regularly conducts project visits to ensure the provision of technical coordination of the development and/or implementation of projects and policies. MEAL includes tracking of progress, discovery of unplanned effects of programmes and to judge the impact that LM has made on the right-holders of those with whom we are working.</p> <p>8. <i>Recruitment and development of staff.</i> This includes to oversee the recruitment, employment, induction, for all staff within the Tanzania Country Office, both paid staff and consultants, as well as trainees.</p>	<p>The Tanzania Programme submits annual audited accounts to the Regional and Head Office no later than end of February each year.</p> <p>The Tanzania Programme submits annual budget and cash flow prognosis to the Regional and Head Office within prescribed timeframes.</p> <p>The Tanzania Programme continuously expands in programming – both humanitarian and development programmes, impact, and financial turnover.</p> <p>The Country Director ensures that the Regional Director is kept fully informed on the condition of the organisation and all-important factors influencing it, as well as updating the country risk assessment and mitigation plans or other reports as required. Project and program sites are regularly visited by Country Director and/or other field-staff from the country office.</p> <p>The Tanzania Programme is equipped with resourceful, committed, and competent staff. The staff members, consultants and trainees are ensured safety and security.</p>
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