**JOB DESCRIPTION**

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| **Job Title:** | Country Manager |
| **Location:** | African Revival, Choma, Southern Provence, Zambia |
| **Management Responsibility:** | Construction Supervisor, Livelihoods Officer, Health Technician |
| **Budget Responsibility:** | Operational & Programme Budget |
| **Reporting to:** | Executive Director |
| **Contract Duration** | Open Ended – subject to funding |

**ORGANISATION MISSION**

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| African Revival believes education is the key to overcoming poverty. Our vision is an Africa where every child has equal access to quality education. We work with Nursery and Primary Schools to encourage every child to fulfil their full potential. Our current operations are in Zambia, Uganda and South Sudan.  We provide a range of Construction and Learning programmes to fulfil our mission. We empower whole communities – pupils, teachers and parents – to transform community-led and government-aided schools into thriving learning environments that build brighter, better futures. |

**JOB PURPOSE**

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| The Country Manager, Zambia, will be responsible for overseeing the implementation of African Revival’s programmes in close liaison with the Executive Director, International Programme Executive, and the Zambian team. Responsibility will include the design, development and implementation of specific projects. To achieve this, the Country Manager will create supportive administration processes and systems, visit individual schools, update Workplan, meet with donors, write reports, proposals and funding applications. You will liaise with the Finance Manager UK to reconcile all Zambian accounts. |

**KEY RELATIONSHIPS**

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| **Internal** | * Executive Director (UK based) * Finance Manager (UK based) * International Programme Executive (UK based) * Construction Supervisor - Zambia * Livelihoods Officer – Zambia (until end September 2019) * Health Technician – Zambia (until end 2019) * Volunteers - Zambia * Directors - Zambia  |  | | --- | |  | |
| **External** | * Government Officials * Funding Partners * In Country Auditors * Suppliers & Service Providers (in consultation with the Construction Supervisor) |

**SPECIFIC TASKS AND RESPONSIBILITES**

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| 1. **Programme Management (in close co-ordination with the Construction Supervisor)**  * Manage the Programming APP system for all Actual, Proposals and Pipeline projects - keeping the system up to date at all times. * Reference the ARZ Workplan for weekly Skype call with UK office. * Meet regularly with the Construction Supervisor to review project progress. * Manage the accounting procedures for all Zambian funds. * Maintain open and close lines of communication both with the Executive Director and International Programme Executive, Construction Supervisor, Livelihood Project Officer and Health Technician. * In-country fundraising | **30%** |
| 1. **HR/ Staff Management**  * Responsible for management of the Construction Supervisor, the Livelihoods Officer and the Health Technician. * Ensure all AR policies are enforced. * Ensure employment contracts, holiday forms and work permits are kept up to date. * Hold regular meetings with the Construction Supervisor, Livelihoods Officer and the Health Technician to make sure that projects run smoothly and targets are met. * Ensure Safety and Security of staff, partners and AR’s assets. | **5%** |
| 1. **Financial Management**  * Ensure effective financial management of project resources for African Revival and partners. * Oversee project/programme expenditure and ensure budgets are adhered to. * Manage responsibly the African Revival Zambia Banking system. * Run a Budget v. Actual (BvA) process and alert the Executive Director and the Finance Manager UK if any project/programme(s) are likely to exceed the agreed budget as early as possible. * Manage any relevant risk assessments for the Zambia programme. * Provide timely financial management reports to the Finance Manager for consolidation in African Revival’s general accounting system. | **25%** |
| 1. **Monitoring and Evaluation**  * Ensure that the projects which need to be completed are done so in a cost effective and timely manner. * To work closely with the Construction Supervisor, Livelihoods Officer and the Health Technician and visit projects to make sure those agreements with schools are in place and budgets have been agreed upon. | **10%** |
| 1. **Managing Strong Strategic Relations In-Country**  * Be the lead contact of the organisation within Zambia. * To represent the organisation at relevant district meetings. | **5%** |
| 1. **Reporting**  * Provide quarterly reports to the Executive Director outlining progress made, challenges faced and targets achieved throughout the period. * Provide a continuous flow of stories and photographs to the UK office for inclusion in PR, communications and social media. * Provide detailed reports to designated donors. | **15%** |
| **7. Administration**   * Maintain efficient management systems and processes. * Liaise with in-country Directors and provide them with quarterly updates. * Develop a sound office structure to facilitate African Revival’s mission in Zambia. * Facilitate a healthy workplace environment in which the Zambian team can thrive. | **10%** |