



## Country Director, Zambia

Akros – Lusaka, Zambia

### Background

Akros strengthens national health systems in developing countries. We pride ourselves in our ground-level knowledge of the political, health, economic and education systems where we work, and our ability to provide novel, lasting solutions implemented in developing regions. Akros is currently recruiting a self-driven, results-orientated individual who will provide country-level leadership for our Zambia operations as part of an engaging, exciting team.

### General Responsibilities

The Country Director will be responsible for managing ongoing contractual obligations including adherence to workplans, budgets and deliverables; managing human resources, including identification and fulfillment of HR gaps and mentoring and communicating with staff to effect their greatest level of achievement; building and maintaining strong relations with donors (e.g. USAID, UNICEF, etc.) and relevant Government points of contact; and pursuing business development opportunities that will grow country operations.

In collaboration with Akros senior management, the Country Director will set vision and culture at Akros-Zambia, striving for excellence in all projects and relationships to contribute to the continued improvement of health and well-being in Zambia through data-driven systems.

The Country Director is expected to exhibit the following attributes on a regular basis:

- Engage and empower staff members to solve public health problems in a forward thinking and sustainable manner, and foster a learning environment among staff
- Demonstrate working knowledge of technical areas currently maintained by Akros: Malaria, HIV/AIDS, WASH and health management information systems (HMIS)
- Lead and motivate staff, promote productivity in an engaging work environment, and fill human resources gaps
- Use exemplary diplomatic and representation skills
- Demonstrate financial leadership, including development and management of budgets, compliance systems and spot checks
- Provide leadership in streamlining work flows and organizational processes to improve the work environment and make internal processes more efficient and effective

### Specific Responsibilities

#### *Business Development / Client Relations*

- Grow scopes and budgets for contracts currently underway through regular client engagement
- Establish, manage and strengthen a variety of internal and external relationships, including donor and government relationships in Zambia and the region; convert relationships to contractual opportunities
- Facilitate technical leadership among team in order to produce concept papers or proposal opportunities on a regular basis with collaboration from regional team
- Preside over aggressive growth targets; build and maintain a motivated team of innovative thinkers

#### *Production Management*

- Monthly management meetings (production, finance) with regional team

- Work closely with Production Manager to set budgets and enforce spending targets
- Meet weekly with Zambia senior management team and conduct monthly management review meetings direct reports;
- Ensure delivery is on time and according to specification in all programs, assist Production Manager in backstopping production difficulties
- Anticipate staffing gaps and proactively recruit/hire to avoid production delays
- Work with Production Manager to establish and maintain best practice quality assurance at the program level through systematic use of Akros management tools
- Lead annual work planning, periodic reviews with regional team to ensure technical and administrative performance

*HR / Team Building*

- Work closely with Production Manager and PLs to develop systems to build HR capacity in the office: skills workshops, internships, cross-training, etc.
- Identify and develop activities and events to build cohesion among staff
- Empower staff toward personal and professional development
- Create an amiable, collegial work environment marked by positive, encouraging communications.
- Identify communication and multi-cultural management champions, actively increase their visibility and leadership.

<b>Regional Role</b>	<b>Support to CD</b>
Regional Director	<ul style="list-style-type: none"> <li>● Assist CD in devising systems to maximize teamwork among Zambia SMT</li> <li>● Assist CD with casting vision and translating to actionable objectives (6-monthly)</li> <li>● Assist CD with org chart adaptations and staffing</li> <li>● Assist CD with prioritization among competing objectives</li> </ul>
Director of Finance	<ul style="list-style-type: none"> <li>● Support / mentor / supervise Country Finance Manager</li> <li>● Identify process / systems upgrades, and assist the country finance team to implement changes</li> <li>● Review of monthly financial information</li> <li>● Support the country office with the review of material contracts and proposal budgets</li> </ul>
Director of Innovation	<ul style="list-style-type: none"> <li>● Facilitate systems design in the HIT team for concept production, production management support and BD support</li> <li>● Directly supervise HIT team</li> <li>● Identify candidate for HIT leader and groom them for leadership</li> <li>● Coach HIT members as they participate in capture discussions with CD</li> </ul>

Director of Research	<ul style="list-style-type: none"> <li>● Mentor current research lead (Annie Martin)</li> <li>● Develop and refine publication tracking systems</li> <li>● Work with HIT team to identify new concepts and research topics</li> <li>● Refine Research Lead SOW and assist CD in understanding how the two roles will interact</li> </ul>
Director of BD	<ul style="list-style-type: none"> <li>- Use Akros BD systems to develop and submit proposals and concept notes</li> <li>- Train staff for participation in the BD process</li> <li>- Identify upcoming BD opportunities</li> </ul>
Director of Production	<ul style="list-style-type: none"> <li>● Support / mentor Country Production Manager.</li> <li>● Train country production team and act responsively to their training / system requests.</li> <li>● Identify process &amp; systems upgrades for Grow strategy and work with Zambia SMT and Growers to facilitate roll out.</li> <li>● Conduct bi-monthly site visits to backstop production.</li> <li>● Provide work plan / costing support on all new and proposed projects.</li> <li>● Support / Facilitate the design of a dashboard that enables CD to have a quick view of country production efforts. Make updates to dashboard to meet CD needs as necessary.</li> <li>● Assist CD with deliverables review prior to client submission.</li> </ul>

### Required Skills and Experience

- Master's degree in a related field
- Demonstrated, successful experience managing directly a large multicultural staff
- Proven success in securing and delivering on large, multi-year projects with sovereign donors (USAID, UNICEF, etc)
- Experience in program design/development and implementation (Design, monitoring, evaluation & reporting)
- Excellent partnership skills and the ability to interact effectively with donors, collaborating agencies, and local partners
- Demonstrated strengths in relationship management; strong cross-cultural skills

### Location and Term

This position will be based in Lusaka, Zambia and will require travel within Zambia. The anticipated starting date is February 01, 2018 with an estimated end date January 31, 2020, with option to extend. The position will be international, with all commensurate benefits applicable.

### Application Instructions

Applications are due no later than Friday 12 December, 2017. Candidates will be interviewed on a rolling basis and are encouraged to apply early. To apply, please submit a cover letter and CV with references to [bwinters@akros.com](mailto:bwinters@akros.com) with "**Country Director**" as the email's subject line.