



## JOB PROFILE

<b>Job Title:</b>	Head of Mission
<b>Function:</b>	Management
<b>Job Group:</b>	Country Programme and Global Management Team
<b>Duty Station:</b>	Erbil, Iraq
<b>Administrative Line Manager:</b>	Executive Director
<b>Technical Line Manager:</b>	Director of Programmes
<b>Line Management Responsibility:</b>	Finance Manager, Programme Development Manager, Security Advisor, Programme Manager, Operations Manager

### JOB PURPOSE:

To provide senior leadership for the mission in accordance with NP's values and principles. The HoM will grow the Myanmar programme while providing management oversight with the support of the Senior Management Team. The HoM will ensure quality implementation of all programme components, operations, human resources, financial management and budget development. S/he will ensure accountable and quality programme delivery, the safety and security of the staff. With the programme development staff the HoM works to identify new funding sources and negotiate funding opportunities to support programme implementation. S/he will strengthen networks and is responsible for NP's advocacy efforts in the mission area and to contribute to NP's global advocacy. The HoM is the legal representative of NP in the area of operation and will participate in organization wide programme and knowledge development.

### KEY OBJECTIVES/RESPONSIBILITIES:

#### Strategic development

- Maintain and communicate a coherent strategy for the long term development of the mission based on NP's Strategic Plan and in adherence with NP's core programming;
- Contribute to strategic thinking on NP's potential role in the region, factoring this into NP's strategy for area of operations.

### **Programme Implementation & Development**

- Accountable for the delivery, effective management and monitoring, evaluation and learning of the programme.
- Co-ordinates with the Programme Development staff to identify new funding sources and negotiate funding opportunities to support programme implementation.
- Ensures that secured donor contracts and income are managed effectively and efficiently in compliance with donor contractual requirements and NP policies and procedures

### **Representation and Advocacy and Donor Relations**

- Cultivate donor relations to secure funding and ensure NP's positive reputation
- Represent NP in coordination and advocacy fora, with agencies, government officials, UN officials, local government and partners as it relates to the programme
- Provide direction for in-country and regional advocacy work while contributing to NP's global advocacy engagements

### **Safety and Security**

- Responsible for ensuring due diligence through NP's Risk Management Plan, including final decision-making in-country security decisions.
- Ensures Situational Analysis, Risk Register and Risk Mitigation Strategies are updated on a quarterly basis or more frequently if in-country context indicates
- Reviews and approves Mission Specific Security Assessment in advance of team leaving base
- Lead the Country Management Crisis Team in the event of emergency
- Responsible to report, in real time, all security incidents to the Executive Director

### **Financial & Operational Management**

- Responsible for maintaining legal compliance in relevant areas of operation
- Accountable for the management and reporting of financial resources and assets.
- Provide budget management oversight, coordinating with program and finance staff to monitor actual expenses as compared to budget, ensuring appropriate burn-rate and making spending decisions appropriate to the needs and the status of the grant
- Provide oversight for approvals for expenses and coordinate with finance to ensure appropriate allocations of shared costs
- Closely monitor potential funding shortfalls with finance/grants management; ensure corrective action undertaken as necessary
- Ensure procurement, logistics, HR and administration processes are implemented in accordance with NP's policies and in compliance with donor contracts

### **Personnel Management**

- Directly manages members of the in-country Senior Management Team (SMT) or equivalent depending on mission size
- Leads recruitment process, proactively ensuring diversity in the workplace in consideration of NP's principles of diversity including gender balance, diverse national and ethnic backgrounds and other identity categories listed in the Employee Handbook
- Communicates appropriately, encourages and develops others, providing feedback and adapting leadership style to bring about successful outcomes.
- Leads in-country staff welfare committee, provides a feedback mechanism for all personnel, and feeds into global staff welfare development process

## Other

- Serve as an active participant in NP's global Senior Management Team
- Any other tasks as delegated by line manager

## QUALIFICATIONS AND COMPETENCIES:

### A. Education, Knowledge and Experience

- Relevant university degree or higher education, preferably in management, social sciences or international development; or equivalent professional experience
- Minimum 7 years leadership and management experience;
- Previous experience from working as a senior manager in a complex emergency context, including security management experience
- Demonstrated experience working with state and local, civil and armed actors
- Demonstrated ability to live, work and solve problems independently and effectively in remote, highly challenging locations
- Proven communication and interpersonal skills;
- Demonstrated ability to analyse conflict, security and political contexts

### B. Skills

Independent Judgment/Analytical:

Ability to set priorities, solve problems and analyse data  
Ability to manage information with discretion  
Demonstrable conflict analysis skills, identify entry points and design prevention and protection strategies  
Able to work under pressure, independently and with limited supervision;

Interpersonal:

Result oriented and problem solving  
Ability to communicate effectively with individuals and motivate and provide leadership to team and to work in a multi-cultural environment  
Solutions focused, creative problem solver  
Proven ability to build relationships with the full range of actors including government, chiefs, military, police and non state actors  
Genuine commitment and interest in living and working at the community level  
Flexibility and adaptability; able to cope with a changing environment, both on a professional and a personal level;

Language: Fluency in English required  
Arabic an asset

Information Technology: Good skills in Microsoft Office applications. Hardware IT skills an asset

**C. Other Specialized Requirements**

- This position will have to travel to field sites, including locations with limited access to communications
- NP missions are often in complex security environment where conditions change rapidly; ability to manage in insecure environments is essential to success in this position