

1 WORLD UNIVERSITY SERVICE OF CANADA

Position Description Position Title: WUSC Country Director

Position Location: Arusha, (occasional travel in Tanzania and overseas)

Reports to: Africa Regional Coordinator, Uniterra

Program Contract term: 3 year contract (with possibility of renewal)

Application deadline: June 1, 2015

Start date: June 2015

World University Service of Canada (WUSC) is a Canadian non-profit organization that works to create opportunities for education, employment and empowerment for under-privileged youth and women worldwide. WUSC's approach is based on over six decades of experience of working in multisectoral partnerships to improve the lives and means of subsistence of marginalized persons in developing countries. WUSC works with and through its partners from the South – in government, civil society and the private sector – to foster, notably, an environment favourable to the aspirations and full participation of youth. WUSC is launching the Uniterra Program in Tanzania, funded by the Department of Foreign Affairs, Trade and Development (DFATD) Canada. Uniterra is a volunteer cooperation and international development program that strengthens organizations and networks by pooling expertise and knowledge. Jointly implemented by World University Service of Canada and the Centre for International Studies and Cooperation (CECI), the Uniterra Program contributes to improving the socio-economic conditions of local communities in 14 countries in Africa, Latin America, the Caribbean and Asia.

Uniterra supports the development of inclusive market systems in order to address the root causes of market failure and to facilitate systemic changes. To do so, Uniterra works in specific product and service sub-sectors in order to enable 5.6 million women and youth from poor and marginalized communities to improve their economic and social well-being. Uniterra prioritizes local ownership of results through working in partnership with strategically placed local partners to improve the quality and relevance of services, and facilitate access to economic opportunities for women and youth.

MANDATE: The WUSC Country Director is responsible for: Institutional Representation

- Represent WUSC in dealings with in-country governmental agencies, the Canadian government (Embassy, DFATD), other donors and strategic partners in the country.
- In collaboration with the WUSC Program Development Unit and the Africa Regional Coordinator, identify potential funding sources to develop programming in the country and coordinate the preparation of program proposals.
- Ensure the implementation of projects under your responsibility as WUSC Country Director.

2 Management and Administration

- Support office set-up and operations in country.
- Ensure personnel management in the country, by supervising recruitment, training and performance reviews, in accordance with current policies and practices.
- In collaboration with the Africa Regional Coordinator, and with the support of the Finance & Administration Manager, plan and manage financial and material resources in accordance with the Unitererra Program guidelines and the policies and procedures of WUSC.
- Produce budgets and ensure budget monitoring.
- Authorize Unitererra Program expenditures, sign or co-sign cheques and approve the required financial reports.
- Ensure that the emergency and security procedures established by WUSC with respect to volunteers and personnel are implemented, updated and enforced. Unitererra Program Coordination (75% level of effort)
- In collaboration with the Africa Regional Coordinator and other colleagues in the region, design and implement the Unitererra Program in-country in a coherent and effective manner in relation to the country's priorities and regional priorities.
- Develop work plans, annual budgets and annual reports for the Unitererra Program.
- Manage the activities of the Sector Program Officer, partners and volunteers in relation to the planning, implementation, monitoring and evaluation of Unitererra programming in the country;
- In collaboration with the Sector Program Officer and the Africa Regional Coordinator, participate in studies, the analysis and strategic planning in sub-sectors concerning the implementation of the market systems development approach.
- Ensure the delivery of the Unitererra Program's expected results in-country by establishing agreements with partners and through planning, activities monitoring and results reporting.
- Manage the Unitererra Program in accordance with the policies and procedures established by the Program and by WUSC.
- Meet annual targets with regards to the number of volunteers and expected person-days.
- In collaboration with local partners, program support volunteers and the Africa Regional Coordinator, implement procedures to support volunteers on their arrival and over the duration of their mandates, addressing aspects such as welcoming volunteers to the country, housing, security, living and working conditions, end of contract issues and emergency medical evacuations, with due consideration for how conditions may affect women and men differently.

- In close collaboration with the Sector Program Officer and the Uniterra Operations Unit in Canada, participate in the recruitment and mobilization of Canadian volunteers to Tanzania.
- With the support of the Sector Program Officer, coordinate the recruitment process for Global South and in-country volunteers.
- Support program personnel, partners and volunteers in the development of their intercultural skills and, if necessary, organize training.
- In collaboration with the Uniterra Programming, Partnerships and Outreach Unit (PPO), support the implementation of the market systems based development approach, the inclusion of women and youth, and North-South and South-South partnerships, in order to meet the program's development targets. Said collaboration will, moreover, serve to establish an effective communications system to record, document, popularize and disseminate relevant information generated by the Program.
- In collaboration with the PPO Unit, mobilize staff, volunteers and program partners with regards to
 - 1) The documenting of results and good practices and
 - 2) The generation of content and knowledge, with the goal of the communication and dissemination thereof, both internally and externally.
- 3 • With the support of the Gender Equality Specialist, volunteers and partners, integrate or ensure the integration of gender equality concerns in all program activities; organize training sessions, if necessary.

QUALIFICATIONS

- MA in a relevant discipline or relevant work experience deemed as equivalent.
- Ten years of experience in managing development programs.
- Two years of experience in coordinating intercultural teams and experience in volunteer management is an asset. • Experience in needs analysis, capacity building and training.
- Experience in personnel management.
- Experience in budget development and budget management.
- Experience in project development and project management.
- Work experience in an intercultural context.
- Excellent communications and representation skills.
- An innovative, entrepreneurial spirit.
- Proficiency with information technologies and computer skills (Word, Excel, Google Drive/Docs/Gmail, etc.)

- Knowledge of economic development policies and strategies.
- Proven network among private sector, civil society and government actors.
- Adherence to gender equality approach and social inclusion.
- Knowledge of Results-Based Management.
- Proficiency in spoken and written English.

WUSC is an equal opportunity employer. Only those candidates selected for an interview will be contacted. If you wish to apply for this position, please send your resumé with a covering letter quoting reference number 15/15 to: jobs@wusc.ca . No telephone calls please.