



## **Helen Keller International JOB ANNOUNCEMENT**

### **Country Director, Cameroon** *(Yaoundé, Cameroon)*

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving the sight and lives of the world's most vulnerable and disadvantaged. Headquartered in New York City, HKI currently conducts programs in 21 countries in Africa and Asia, as well as in the United States. Renowned for its reliability, efficiency and high level of technical expertise, HKI promotes the development of sustainable, large-scale programs that deliver effective preventative and curative services for nutrition, eye health and neglected tropical diseases. The hallmark of the organization's work is its proven success in developing, testing and scaling-up health interventions, and integrating them within government and community structures to support and build local capacity and sustainable solutions.

#### **Country Program Overview:**

HKI has been operating in Cameroon since 1992, working closely with the Ministry of Health (MoH) to reduce the incidence of Neglected Tropical Diseases (NTDs) such as onchocerciasis, trachoma, schistosomiasis, lymphatic filariasis, and soil-transmitted helminths. HKI also collaborates with the MoH to improve the nutritional status of children under five years, adolescents, and women of reproductive age. We are currently responding to moderate and severe malnutrition among children, pregnant and lactating mothers resulting from the complex emergency in the Far-North region of Cameroon, and are working with the MoH and UC Davis on a food fortification research project.

HKI activities in Cameroon are supported by a range of donors that includes USAID , USDA, Lions Club International, and UC Davis. The office currently employs 38 employees: 28 in the Yaoundé office; 4 in the sub-office in Garoua; and 6 in the sub-office in Maroua.

We are currently seeking a Country Director (CD) in Cameroon to represent HKI, develop new programs, expand our funding and lead the country office and its programs in a manner that reflects HKI's mission and ensures technical excellence in the delivery of all activities.

#### **Functional Relationships**

The Country Director reports to the Regional Director for Eastern, Southern and Central Africa (based in Dakar) and works closely with other staff members at HKI's Africa regional office and headquarters. External collaboration includes representatives of governmental, international, university and non-governmental organizations within Cameroon, as well as some donors.

HKI has a matrixed reporting structure that respects both the line management and authority within country office and regional hierarchies; and the accountability and oversight duties of subject matter experts and multi-country program managers at the regional and headquarters level. Regular communication and a spirit of team work among colleagues, both hierarchically and laterally are essential to make this structure thrive.

## **Scope of the Position:**

The Country Director provides strategic leadership and develops action plans that further the mission of HKI and meet the evolving conditions in Cameroon. S/he has overall responsibility for ensuring technical and operational excellence in the delivery of all activities to achieve the objectives established in grants and strategic plans, and representing HKI to disseminate findings and secure and expand funding for project activities in Cameroon. This position is based in Yaoundé with travel to project sites required.

## **Specific Responsibilities:**

### Overall Management and Leadership

- Provide strategic vision and direction for overall program design, implementation, and proposal development; Work closely with the country team to accomplish the strategic goals.
- Lead and oversee the implementation of HKI-Cameroon programs and the management of the office.
- Represent HKI in formal and informal meetings with government officials, international donor agencies, and national technical advisory groups pertinent to HKI project activities
- Identify opportunities and generate funding from international and bilateral agencies and donor agencies.
- Develop and nurture in-country donor relationships and identify potential partners to participate in joint proposals.
- Lead and prepare concept papers and proposals and provide other information as needed for submission to donors and others for fundraising and marketing purposes.

### Programmatic

- Oversee and coordinate the program portfolio to ensure the highest level of project quality and accountability, while fostering continuity through building local capacity.
- Provide technical input to the government, international donors, and technical advisory groups pertinent to HKI project activities.
- Ensure implementation of strong program monitoring, evaluation, and learning functions.
- Oversee research design, methodology, and dissemination of information needed to monitor and evaluate project activities and/or advance programmatic and policy changes.
- Disseminate findings from HKI projects that are of importance to decision-makers in a position to fund or implement projects in Cameroon and internationally.
- Keep the national partners and others informed about progress of the projects, plans for the development of new programs/projects/activities and donor involvement in the overall program.

### Financial and Administrative

- Provide oversight to finance and administrative services including procurement, property management, human resources management, vehicle and facilities management, and staff safety and security.
- Work with regional office and headquarters to manage the development and implementation of annual country budgets.
- Authorize expenditures for grant or contract allocations and ensure compliance with procedures required by grant or contract agreements.
- Ensure the preparation and accuracy and timely submission of financial and narrative reports that comply with grant or contract agreements and ensure compliance with all aspects of donor funding and HKI policies.
- Hire and manage personnel and lead initiatives to develop staff capacity.

## **Qualifications:**

- Minimum seven years of field experience in international public health, nutrition and/or Neglected Tropical Disease programs including demonstrated experience in program development, implementation and evaluation, plus a minimum master's degree in public health, nutrition, development or related field, or equivalent combination of education and experience.
- Experience in designing and implementing workshops, seminars, surveys, monitoring systems, and evaluations. Experience in research design, data analysis, and interpretation.
- Technical knowledge in an area related to HKI's mission and programs.
- Demonstrated ability to undertake high-level representation and advocacy.
- Experience working in Cameroon and/or elsewhere in Africa, with Ministries, international and local NGOs, and donors based locally, is a substantial asset.
- Demonstrated experience and skills in leadership, staff management, program development and management, strategic planning, monitoring and evaluation and public speaking.
- Demonstrated ability to develop and create budgets and monitor financial status.
- Demonstrated capacity to mobilize program funding including donor cultivation and grants writing.
- Knowledge and experience managing compliance to diverse donors (USAID, DFID, GAC, EU, etc.);
- Excellent interpersonal skills, including an ability to effectively lead a team, communicate a vision, make timely and transparent decisions, and manage conflict.
- Very good oral and written English and French language skills, including the ability to quickly synthesize complex technical and programmatic issues into concise communications.
- Well established and practiced organizational and planning skills;
- Computer literate in use of word-processing, spreadsheet and statistical software; experience in data analysis and interpretation is highly desirable
- Experience with staff security and safety issues is desirable.
- Ability and willingness to travel at least 25% within Cameroon and periodically internationally.

The initial contract is for two years with possibility of renewal.

## **To Apply:**

Qualified candidates should submit a cover letter and resume to [HKI.Recruitment@hki.org](mailto:HKI.Recruitment@hki.org) noting the job title in the subject line. Applications will be accepted until the position is filled.