

## Helen Keller International JOB ANNOUNCEMENT

### Deputy Country Director, Mali (Bamako, Mali)

Helen Keller Intl is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the U.S., Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

We are seeking a Deputy Country Director to join our growing country program in Mali.

#### Country Program Overview

Helen Keller Intl (Helen Keller) has its country office in Bamako since 1998 under the supervision of a country director and a deputy country director for programs. The program department is divided into two major program areas, each led by experienced technical staff: Neglected Tropical Disease (NTD) control, which oversees programs with nationwide coverage; and Nutrition and Food Security, which includes programs in community nutrition and vitamin A supplementation. Currently, Helen Keller assists the Government of Mali to improve health and nutrition practices and to control neglected tropical diseases (NTDs) through mass drug administration (MDA), community led total sanitation (CLTS) and door-to-door surgery campaigns (*ratissage*). Helen Keller works with other key stakeholders including diverse government agencies, local and international non-governmental organizations and communities. Helen Keller is working nationwide with about 30 staff and an annual operating budget of approximately \$3.2 million. Helen Keller’s program in Mali is funded by various donors, including the U.S. Agency for International Development, the Hilton Foundation and the END Fund Foundation.

As much of our effort is devoted to capacity building of partners, we do not support a large staff of project implementers. Our support targets the Ministry of Health (MOH) in particular, at national, regional and district levels, through planning, training, joint formative supervision and monitoring; and also includes work supporting community volunteers. Our teams employ quality assurance tools, such as checklists, and encourage their use by partners for their routine supervision. We use the data collected from routine monitoring to review program implementation and make mid-course adjustments, particularly during regular program meetings, or annual work plan sessions with partners. Strict adherence to COVID-19 barrier measures and institutional guidance is maintained throughout all Helen Keller programs and operations.

#### Functional Relationships

The Deputy Country Director reports directly to the Country Director (CD) and serves on the Country Management Team (CMT). The position directly supervises a team of professional level

staff, works closely with colleagues at all levels of Helen Keller's global management structure and may be called upon to participate in global working groups and/or steering committees.

Helen Keller's programs require close relations with governments, partner universities and NGOs, private industry, donors, and UN agencies and the Deputy Country Director will represent Helen Keller at relevant external meetings.

Helen Keller has a matrixed reporting structure that respects both the line management and authority within country office and global management hierarchies; and the accountability and oversight duties of the many subject matter experts that support our country offices. 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 Deputy Country Director supports the efficient realization of program objectives and activities by implementing sound management practices for optimal performance in all areas of financial and grants management, risk management, safety and security, office management, information technology, and human resource management in compliance with Helen Keller and donor policies. This may include leading the screening of sub-grantees, development of sub-grant agreements, and monitoring of their financial performance.

The Deputy Country Director supports the CD to develop country office strategies and goals and backs up the CD in overall supervision of the country office. S/he supports efforts to ensure all aspects of finance and administration are fully integrated with the work of program teams to fulfill the Helen Keller mission and the objectives established in grants. The Deputy Country Director contributes to securing funding for project activities in Mali as well as to organization-wide efforts to optimize systems and procedures.

The position is based in Bamako with periodic travel to field sites, as well as international travel for meetings and training.

## **Specific Responsibilities**

### Project Development

- Work closely with the CD to identify funding opportunities that support the country program objectives.
- Participate in operational and strategic planning with the country management team; support the development of the Annual Program Plan, including ensuring this is in alignment with Helen Keller's strategic plan, and budget.
- Contribute to project design and proposal development processes in close collaboration with the CD and the Business Development unit.

### Program Oversight

- Oversee the design and implementation of effective work plans that allow for timely and ongoing review of all key outputs of the programs.
- Ensure that project implementation is in accordance with Helen Keller established plans, policies and procedures and Helen Keller core values.
- Facilitate the integration with other projects and activities within Helen Keller as well as with other partners and government entities.
- Work with staff and partners to ensure strong Monitor & Evaluation (M&E) systems are in place for the development of regular project monitoring systems, the agency's shared

indicator system, as well as for special studies and project evaluations, including baseline, mid-term and end-of-project.

- Oversee research and special studies design and implementation with project staff and ensure dissemination of information with a focus on publications of major findings.
- Conduct field-level monitoring for quality insurance; providing timely and constructive feedback and support to Helen Keller and partner project staff; identify and seek necessary technical support for programs as required.
- Work with project and/or finance staff to ensure:
  - Sound planning, implementation and evaluation of programs and operations;
  - High-quality financial planning, management, reporting and auditing of programs, including thorough budget oversight;
  - Compliance with Helen Keller standards, policies and procedures, and processes across the portfolio, including performance management; and
  - Compliance with donor requirements, including timely and accurate reporting of results and expenditures, and required interim and final reports.
- Work closely with the CD to address all issues raised by Helen Keller staff, donors or respective line ministries regarding program implementation.

#### Team and Performance Management

- Mentor, supervise and evaluate project coordinators for assigned project portfolio and contribute to an atmosphere conducive to professional growth and development.
- Coordinate and develop terms of reference and supervise consultants and other technical support resources needed for program-related activities.
- Cultivate an atmosphere conducive to sharing of lessons-learned and to mutual learning among Helen Keller staff and among partners.
- Consult with and guide staff to achieve goals and ensure accountability to beneficiaries, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.
- Provide guidance to program coordinators in supervising their project teams to implement high quality programs on time and on budget as outlined above.

#### External Representation / Coordination with partners

- Work with project staff to ensure partners are knowledgeable of Helen Keller's technical and financial policies and procedures, and donor compliance requirements.
- Ensure that project staff have the skills and tools necessary to build partner capacity.
- Collaborate with respective line ministries and other organizations' technical staff working in the sectors of interest to Helen Keller to build partnerships.
- Ensure that Helen Keller programs are recognized/promoted and implemented in accordance with national agendas.
- Participate in meetings and seminars within Helen Keller, nationally, and internationally as requested by CD.

#### Financial and Administrative

- Support and back up the Finance & Administrative duties of the CD including but not limited to:
  - Working with Global Management to manage the development and implementation of annual country budgets;
  - Ensuring timely submission of financial reports within the guidelines established by the Accounting and Grants & Contracts units of the Finance Department;

- Authorizing expenditures for grant or contract allocations and ensuring compliance with procedures required by grant or contract agreements;
- Hiring and managing personnel in compliance with Helen Keller policies and leading initiatives to develop staff capacity; and
- Managing the safety and security of staff and responding promptly to emergent issues.

## Required Competencies

- Masters' degree or equivalent in development, public health, program management, international development or other relevant field, plus minimum seven years working in project management for an international organization in the area of public health, or equivalent combination of education and experience.
- Excellent interpersonal skills, including an ability to effectively lead a team, communicate a vision, make timely and transparent decisions, and manage conflict.
- Excellent oral and written English and French language skills, including the ability to synthesize complex technical and programmatic issues.
- An ability to work in challenging and changing environments.
- Demonstrated ability to develop budgets, monitor financial status and manage administrative and financial activities of complex programs.
- Substantial experience with a variety of donors including USAID, Canada, European Commission, UNICEF, END Fund, Give Well Foundation, etc. an advantage.
- Demonstrated ability in project design and proposal writing.
- Experience with monitoring and evaluation tools and systems.
- Proven track record with institutional strengthening and partnership building.
- Excellent interpersonal skills and ability to exercise diplomacy and tact as demonstrated in previous roles that required communication with a broad and diverse set of partners.
- Computer literate and proficient; including knowledge of data management and analysis.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender.
- Willingness to travel within the country to project sites.

The initial contract is for two years with the 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.

**In the spirit of our namesake, Helen Keller International is dedicated to building an inclusive workforce where diversity is fully valued.  
Malian nationals are strongly encouraged to apply.**

*Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or:*

*Tel: 646-356-1789; Fax: 646-200-8903*