

POSITION DESCRIPTION
COUNTRY DIRECTOR, COLOMBIA

Department:	Global Programs
Location:	Colombia
Grade:	10/11 - TBD
Position Reports to:	Regional Director, Latin America
Direct Reports:	TBD

Position Summary:

HIAS seeks a Country Director, Colombia, who will be responsible for overseeing HIAS' operations in Colombia and the implementation of its community protection services for refugees and host community members. The Country Director provides strategic vision and leadership, ensuring that HIAS Colombia's programs align with HIAS' Refugee Rights Framework. S/he is also the public face of the agency, regularly engaging with various stakeholders from the government, UNHCR and NGOs to help advance refugee rights and protection.

The successful candidate has demonstrated the ability to build capacity and provide effective leadership and management skills. S/he has a strong commitment to refugee protection and relevant experience implementing, monitoring and overseeing humanitarian programs, to include cash based assistance programs. This role reports to the Regional Director, Latin America, and works closely with HQ stakeholders across multiple departments. **This role will be based in either Barranquilla or Bogota, Colombia.**

HIAS Colombia implements community protection programs for approximately 300,000 Sudanese refugees in 12 refugee camps and 1 site in Eastern Colombia. Its community protection services include sexual and gender based violence prevention and response activities, food security programming, the distribution of non-food items, and psychosocial support services.

Essential Functions:

Program Management:

- Develops detailed strategic goals and visions for HIAS Colombia in alignment with HIAS' Refugee Rights Framework.
- In coordination with HIAS' technical specialists, oversees the design and successful implementation of all programs offered by HIAS Colombia.
- Works closely with HQ to develop country program objectives.
- Manages the timely submission of high-quality proposals and leads required donor negotiations.
- Ensures that all staff have the necessary tools, resources, and information to deliver and evaluate services that meet or exceed internationally accepted standards and protocols.
- Maintains responsibility for all reporting to donors and HQ.

Outreach and Representation:

- Serves as HIAS' primary liaison with key partners and stakeholders in Colombia particularly UNHCR, other UNHCR NGO partners, the relevant government authorities and other domestic and global partners, as appropriate.
- Liaises with HIAS Advocacy, Communication, Community Engagement and Development teams as needed; drafts and edits materials for outreach and representational purposes.

Human Resources Management:

- Manages and builds the capacity of HIAS Colombia employees.
- Ensures a positive work environment and compliance with HIAS' Core Values and Code of Conduct for all field office staff and volunteers
- Provides ongoing training and learning opportunities in areas of core competency and priority.
- Establishes organizational structure, job descriptions, performance measures that reflect clear work expectations aligned with program goals and HIAS Colombia's HR manual.
- Works collaboratively with HQ on all personnel-related issues and ensures compliance with local labor laws and regulations.

Financial Management:

- Oversees the overall implementation of all necessary financial and administrative systems to ensure that HIAS Colombia has met all required legal requirements and operates in a manner consistent with HIAS' global financial standards.
- Oversees financial reporting, audit and in-country financial legal compliance, and cash flow.
- Provides timely, accurate and effective oversight of all aspects of country financial operations consistent with laws, donor requirements, and HIAS' policies and procedures.
- Implements effective fiscal controls and institutes and monitors a system to ensure the accuracy and timeliness of all aspects of financial managements.
- Provides regular reports to HQ to ensure grant compliance and safeguard against uncovered program costs in budgets.

Accountability:

- Models HIAS' values through collaboration, strategic decision-making, evidence-based programming, and efficient management of resources.
- Ensures accountability through effective monitoring and impact assessment; complies with HIAS and donor policies, procedures and requirements.
- Contributes to the development of systems to better measure and demonstrate the impact of HIAS' work.
- Creates a managerial environment in country to safeguard refugee protection and ensure adequate training to all employees and those representing HIAS on HIAS' Safeguarding policies and procedures.
- Ensures compliance of staff, volunteers and project partners with all HIAS' policies and procedures.

Safety and Security:

- Maintains responsibility for Safety and Security of all HIAS employees and assets.
- Ensures that updated safety and security policies and procedures are in place and implemented, as necessary.

- Consistently monitors the security environment in Colombia and provides analysis to the Regional Director and HIAS' Director of Safety and Security.

Qualifications and Requirements

- Graduate degree required.
- A minimum of ten (10) years of experience with the NGO sector, specifically in humanitarian response settings; a minimum of five (5) years' experience managing large teams and country programs.
- Must be a citizen of Colombia and/or prior work authorization in Colombia required.
- Oral and written fluency in English and Spanish required.
- Experience in age, gender and diversity mainstreaming and community-based and human rights approaches preferred.
- Excellent written communication and oral presentation skills, including experience presenting to a wide variety of audiences; demonstrated ability to work effectively with a wide range of stakeholders and facilitate multiparty discussion and collaboration.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and budget and accounting software.
- Experience developing and implementing project objectives, indicators and budgets; experience in cash based interventions and work with vulnerable populations.
- Knowledge of results-based management and experience overseeing procurement and audit procedures a plus.
- Excellent strategic thinking and problem-solving skills; a flexible, creative and collaborative working style.
- Ability to travel throughout Colombia regionally and internationally, as required; at times to insecure or difficult working environments.
- Commitment to HIAS' mission and values and refugee protection.

About Us:

HIAS is a global Jewish nonprofit organization working across five continents to ensure that refugees and displaced persons are protected. Throughout the United States, we help refugees reunite with families, resettle and become self-sufficient. Guided by our values and history, we help refugees rebuild their lives in safety and security and advocate to ensure that all displaced people are treated with dignity.

Application Instructions:

Please submit your resume and cover letter to our website, <http://www.hias.org/career-and-internship-opportunities>

HIAS IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL FEDERAL, STATE AND LOCAL EMPLOYMENT LAWS.