

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Tanzania Country Director

**REPORTS TO:** Director of Operations and Business Development

**REPORTING TO POSTHOLDER:** Finance and Administration Manager and programme staff. Farm Africa Tanzania has a total of 20 technical, programme and support staff.

**LOCATION:** Dar es Salaam with significant national travel and some international travel

**DURATION & HOURS:** Full-time, fixed term (3 years)

### PURPOSE OF THE ROLE

Farm Africa is a leading international NGO specialising in Agriculture, Natural Resource Management and Market Engagement. The Country Director will be responsible for developing the strategic direction of the Tanzania country programme in line with Farm Africa's global strategy and national development plans. To help us achieve this objective, the Country Director will lead the organisation to be the first choice for donors, private sector partners, and communities in Tanzania on the three pillars of Agriculture, Natural Resource Management and Market Engagement.

The Country Director position is a key role in the Farm Africa global senior management team to share progress and review the strategic direction of the organisation. In country, the Country Director is responsible for identifying and securing new funding opportunities to grow and diversify the portfolio by working closely with the Business Development unit. The pipeline would build on existing initiatives but should also include projects that expand our geographical and technical footprint in country. The Country Director will provide leadership and management to team, set and deliver project goals, maintain excellent relations with the Government of Tanzania at all levels, provide technical and administration oversight, and ensures staff, volunteers and beneficiaries are safeguarded. He/she is responsible for the financial sustainability of Tanzania's operation, represents Farm Africa with donors, potential implementing partners, private sector, and crucially provides the link between Dar es Salaam and the rest of the organisation.

On a day-to-day basis, the Country Director will also manage programme teams, supporting Programme Managers in delivering against project goals, ensuring project spend is on target, programme quality and timely delivery of reports. He/she would also be responsible for building the technical capacity of the programme teams, ensuring that teams are aware of and are using key Farm Africa documents, such as the Approach papers, to inform the technical design of projects. The Country Director will also oversee a team that is responsible for the financial management, human resources, and logistics functions in country.

Externally, the Country Director is responsible for developing and maintaining relationships with senior counterparts in partner governments, donors and the private sector - raising the profile of Farm Africa's work carried out in country.

The following describes the key responsibilities, relationships and competencies against which the Country Director is recruited and assessed;

## KEY TASKS AND RESPONSIBILITIES

### ▼ **Strategic leadership of the overall programme in Tanzania**, including:

- Ensure the overall portfolio of Farm Africa Tanzania reflects the vision, mission and our key pillars of agriculture, natural resource management, market development and community engagement (including gender). Structure the pipeline in such a way that it delivers exciting new projects that aligns with national development plans and SDGs.
- Design and develop innovative programmes that build on our core competencies of productivity increase, farmer organisation and natural resource management to help smallholders gain improved access to markets and maximise post-harvest values.
- Identify possible partnerships, and specific geographic opportunities to deliver against this.
- Be a champion for evidence-based results across the portfolio, supporting teams to generate credible evidence and reflect on how to achieve excellence, representing lessons learned, and ensuring the future direction of the programme builds towards feeding into policy.

### ▼ **Lead the efficient and effective administration of the programme; ensure the organisation is within Tanzania's law, drive cost recovery for sustainability of the operation, and provide support and protection to all staff to do their job**

- Carefully manage risks to the programme together with the Director of Operations and Business Development.
- Ensure emergency protocols are in place to ensure duty of care to all staff.
- Closely monitor and take responsibility for Farm Africa's compliance with national legislation.
- Provide leadership in contractually securing, and then recouping sufficient cost recovery to cover all costs of programme delivery.

### ▼ **Ensure a healthy programme pipeline**

- Work with the Director of Programmes and Business Development to develop a proactive funding strategy based on the donor opportunities. This will include preparing proposals for submission to donors, in close collaboration with Business Development unit, Programme Support team members, and other country programmes.
- Explore new opportunities to deliver Farm Africa's strategic objectives including active partnerships with the private sector, service contracts as well as grants, consultancy etc.

### ▼ **Management and delivery**

- Ensure that Farm Africa's programmes attain the highest standards of delivery, effectiveness, and value for money.
- Ensure we are delivering on, and effectively communicating, excellence in project delivery and solid evidence of impact.

- Working closely with the global programmes leadership, be responsible for the programme cycle in Tanzania from beginning to end working to improve still further the efficiency and effectiveness of our contract management, project delivery and compliance.
- Manage, develop, and support the Tanzania programme team with particular focus on staff development and proactive performance management.

#### ▼ **Monitoring, evaluation and impact**

- Working closely with Farm Africa's Director of Programme Quality, ensuring a focus on the design and implementation of M&E activities to enable Farm Africa to measure the impact of our work, maximise our effectiveness (including programme design), and provide evidence to influence external stakeholders.
- Working closely with Farm Africa's Director of Programme Quality to develop knowledge products from our projects that can showcase our results.
- Ensuring that Programme Participatory review meetings take place on bi-annual basis to track project indicators.
- Ensuring that programme reviews take place to track progress against activities and budget.

#### ▼ **Relationship management, funding and dissemination. Understand and engage with principal stakeholders that are critical to the success of our work, including:**

- Maintaining a strong relationship with key existing donors, government departments, private sector organisations and other NGOs to achieve the strategic goals of Farm Africa in Tanzania. Lead key relationships with new donors and other strategic partners in Tanzania and in the region.
- Work collaboratively with the senior management team and technical managers (Agriculture and Market Engagement), where Farm Africa is seen as an expert in our chosen sectors with appropriate lessons and evidence for decision-makers and policymakers.

#### ▼ **Corporate leadership**

- Provide broader leadership across the organisation, contributing to the overall strategy and future growth of Farm Africa by active contribution to Director's Group deliberations and decisions.
- Chair the senior management team in Tanzania providing support, development and performance management to the team.
- Ensure outstanding communication of programme information across the organisation, working closely with the other directors and senior managers on internal learning and knowledge management.
- Recruit and lead a team that is bought into the shared strategy, is aligned across technical areas, solves problems together and holds each other accountable for impact.

- Performance manage staff effectively, including building a culture of feedback and nurturing the next generation of Farm Africa leaders.
- Ensure that the Tanzanian team are fully conversant with their obligations and duties in relation to Farm Africa Code of Conduct and Safeguarding policies
- Contribute to organisational learning by identifying innovations and factors which contribute to or inhibit success and impact.

### ▼ **Core Behaviours**

We assume that as Farm Africa CD you will have all (or most of) the competencies of a top-class agriculture, private sector and natural resource management expert. Above all else, we expect you to display a passion and endless enthusiasm for the role of agriculture (and smallholder farmers) in delivering transformational change in Africa. We also expect you to:

- Build strong senior relationships across a range of stakeholders characterised by a healthy balance of rapport and challenge in order to develop a clear and focused strategy
- Read the political landscape and key relationships effectively to ensure the strategy is workable
- Represent the ‘legacy’ of Farm Africa’s work in the past, upon which our solid reputation is built
- Effectively communicate Farm Africa’s wider organisational mission to the team and stakeholders, and pro-actively drive the direction of the organisation

You will also:

- Deliver through your team by building trust, aligning against the shared strategy, and tailoring your support to their challenges and objectives
- Create a culture of feedback, debate and learning to solve the most pressing issues as a team
- Respond to new challenges and opportunities decisively by adapting the team’s approach and innovating

Identify key measures of success and put in place the systems and culture so that the team hold each other accountable to them

PERSON SPECIFICATION	
Essential	Desirable
<b>Education, qualifications &amp; other knowledge</b>	
Degree in a relevant discipline	
A profound understanding of the socio-political and economic climate and institutions in Tanzania and the region	
<b>Experience</b>	
Country Director in an International NGO with 3 years of experience with clear evidence of having made a strategic contribution to the organisation’s aims and objectives	Experience as Country Director in TZ
Strong track record in the developing of and the fundraising for new programmes with a range of	Knowledge of key donors in agriculture, climate change, resilience, market engagement.

stakeholders including governments, institutional funders and private sector, governments and NGO's	
Experience in ToC, log frame design and designing M & E frameworks	
High level of expertise in agriculture, agricultural economics, natural resource management or closely related field in a developing country context	Knowledge and experience of M4P approaches to value chain
Significant experience of managing operational teams in complex environments, including a profound understanding of operational and delivery risk	
Significant demonstrable experience of delivering projects to time and budget in Sub Saharan Africa	Significant demonstrable experience of delivering projects to time and budget in Tanzania
Experience in working with multiple partners including grass roots communities, private sector, governments and NGOs	Commercial experience in agriculture in Sub Saharan Africa
Proven track record as thought leader and influencer	
Experience of working in Sub-Saharan Africa in a rural context	
Experience in gender analysis and ability to design projects with a gendered lens	
<b>Skills &amp; abilities</b>	
High intellectual capacity with strong analytical skills	
Mature and positive leader, able to manage and work in an international environment with strong inter-personal skills	
A pro-active creative thinker with demonstrable ability to adapt to a constantly changing environment	
Strong written and verbal communication skills in English with the ability to engage with a wide variety of external and internal stakeholders	Swahili an advantage
Ability to prioritise and delegate a constant and demanding workload	
Strong people management skills, including an excellent understanding of team dynamics and project management with an ability to motivate and develop individuals and teams for high performance	
Financial management ability and entrepreneurial flair	
An outstanding networker, able to build and maintain key relationships	
A team player	
A willingness to learn	

## Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

**EXPERT.** Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDDED.** Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL.** We take a long-term view so we can deliver lasting changes for farmers and their families.

**BOLD.** We model innovative new approaches and are not afraid to challenge strategies that are failing.

Contact details:

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