



We build strength, stability, self-reliance and shelter.

## **NATIONAL DIRECTOR- Jordan**

Habitat for Humanity is a non-profit housing organization working to empower people in the world's poorest communities to overcome the chronic lack of decent housing. Our vision is a world where **everyone has a decent place to live**. We are therefore constantly looking for new solutions that would make adequate housing accessible and affordable for all.

In Jordan, Habitat for Humanity Jordan works to help low-income families improve their living condition by supporting them to build and repair their homes.

We invite you to visit our website [www.habitatjordan.org/](http://www.habitatjordan.org/) to learn more about us and how we work.

### **YOUR ROLE:**

This is a local hire position based in Amman Jordan. The role of the National Director (ND) is the most senior position in the Jordan Country Office, and part of the Senior Management team. This role has overall accountability and responsibility for the strategic, programmatic, financial and management operations. The position articulates, communicates and advocates the country office's mission and leads the implementation of the organization's vision in Jordan.

Supporting, guiding and informing the Senior Management Team (SMT), this position provides overall leadership to the country staff. The role implements policy, develops strategy, builds strategic partnerships and resources the organization's work to ensure sustainability of a large development partners base and implementation of country programs.

### **KEY RESPONSIBILITIES**

#### **1. Servant Leadership**

- Model servant leadership and motivate the SMT to effectively deliver on Habitat's mission.
- Lead the national organization by ensuring that the approach of "God at the Centre" permeates the organization at all levels.
- Promote a participatory, creative and healthy workplace environment.

#### **2. Strategic Leadership and Representation**

- Under the direction of HFHI, lead the development of long-term Country Strategy and Business Plan.
- Drive and guide the team in order to accomplish the goals and objectives outlined in the Country Strategy and Business Plan
- Keep abreast of and contribute to HFHI's global initiatives and trends.
- Represent HFH Jordan and maintain effective relations with all stakeholders, including government officials, donors and sponsors, partners, homeowners, and the public at large.

#### **3. Operations Management**

- Responsible for the annual planning and budgeting, managing the implementation of the plan and reporting of measurable outputs.
- Identifying and introducing best practices to achieve high standards.
- Overseeing financial management, administration, procurement and logistic processes, ensuring their effectiveness and efficiency.
- Handling all human resource issues; in partnership with the EMEA HR/LOD Director, ensures establishment of an effective organizational structure, recruitment and placement of required staff, with a plan on the use of human resources and with effective delegation of responsibilities and performance evaluations.

- Demonstrating good stewardship of resources, maintaining professional relationships with consultants, contractors and service providers.
- Working with relevant staff, identify any implementation-related technical issues/challenges and provide capacity building in these areas, including but not limited to 'do no harm' and cultural sensitivity principles. In addition, prioritize cross-cutting areas such as gender sensitivity, Protection and Inclusion, safeguarding (including Prevention of Sexual Exploitation and Abuse and Child Protection,) and Accountability to Affected Populations through Community Based Feedback Mechanisms for prioritization throughout program implementation.

#### **4. Program Development and Delivery**

- Overseeing program development and management, ensure implementation of projects in accordance with HFHI standards and procedures.
- Lead in the design of institutional donor funded housing and human settlements projects with focus on protracted crisis response, risk mitigation and resilience building; provide risk management of projects funded by high-level institutional donors.
- Oversee program planning, management, evaluation and reporting to ensure that all program show demonstrable impact.
- Ensuring effective and efficient operations of the Volunteer Engagement Unit, including successful volunteer Builds, both local and international.
- Identify and develop partnerships with appropriate stakeholders across the country
- Identify and pursue opportunities for funding and access to different resources to ensure the financial sustainability of the country program.

#### **5. Compliance**

- In consultation with the EMEA Area Office, ensure the fiscal, legal and programmatic integrity of the organization.
- Implement effective internal controls while improving processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to deliver effective and efficiency in operations, monitoring adherence to rules, regulations and procedures.

#### **6. Business Development / Resource Mobilization**

- Support the development and implementation of a fundraising strategy that mobilizes resources through diversified constituencies.
- Lead the development of project proposals that can attract donor funding.
- Liaise with internal and external stakeholders, developing strong relationships with central and local government authorities, partners, researchers and other relevant stakeholders.
- Represent HFHI's business development interests at relevant meetings, events, and within resource mobilization or development partner-specific peer networks.
- Through advance intelligence gathering, partner relationships, and other available resources, identify and track relevant upcoming funding opportunities, ensuring to inform relevant internal technical teams and collaborating partners, and following through to ensure preparedness.

#### **7. Relationships and advocacy**

- Support the development and implementation of a communications strategy to promote the organization programs and brand.
- With the support of HFHI Advocacy Unit, lead in development and implementation of an advocacy strategy to promote policies and systems that advance access to affordable housing locally.
- Represent HFHI Jordan with external stakeholders and manage the relationships.
- Represent HFHI Jordan with the INGO network and participate in roundtables and discussions.
- Represent the organization within the public arena at both the national and local levels, ensuring to share the achievements, challenges and lessons learned.

Any other duties as may be assigned by the EMEA Operation Director

### **SKILLS REQUIRED**

- Ability to project our development mission and accomplishments within and outside the organization.
- Willingness to travel extensively in Jordan and occasionally internationally.
- Good communication skills, in English and Arabic, both written and verbal, as well as strong analytical skills.
- Sensitivity in working with diverse cultures.
- Outcome focused.
- Effective “roll up the sleeves” work ethic with attention to detail.

### **EXPERIENCE AND EDUCATION REQUIRED**

- Advanced University degree in a relevant field such as social science, development economics, international development, business management or public administration.
- At least ten years related management experience in a not-for-profit organization (with a strong understanding of NGO operational requirements and development partners strategies).
- Extensive experience working with communities and volunteers in a donor funded development context.
- Significant experience in fundraising and managing grant contracts.
- Strong Human Resources, Administration, Finance and Logistics oversight experience with proven managerial skills in leading and growing country teams.
- Capacity to build trust, team work and ensure accountability among staff.
- Take seriously your ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work.

### **HOW TO APPLY:**

Submit your CV along with a letter of motivation to [emeahr@habitat.org](mailto:emeahr@habitat.org). Kindly quote the title of the vacancy in the subject of the email. Only shortlisted candidates will be contacted.

### **Closing Date for Applications is 10 January 2020**

*HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*