



Founded in 1976, Habitat for Humanity International (HFHI) is a Christian housing organisation serving families in more than 70 countries around the world who are living in sub-standard housing. Since its founding, it has built or repaired over 1 million homes, providing more than 5 million people with safe, decent, affordable shelter!

JOB TITLE: Director of Program Operations (EMEA)

JOB LOCATION: Pretoria, South Africa; required travel up to 30%.

HFHI in Europe, Middle East & Africa is seeking a dedicated and savvy leader in international development to fill the role of Director of Program Operations for its Europe, Middle East & Africa (EMEA) region. This position has a substantial impact on the work that Habitat is undertaking in the region to provide the decent shelter that everyone deserves.

Reporting to the Vice President for EMEA, and acting as a key member of the regional leadership team, the Director of Regional Program Operations is responsible for developing, leading and directing the operational activities in EMEA's program countries such as strategic planning for the department and the regional office, overseeing and providing management and support to Habitat for Humanity National Organisations in the EMEA region, monitoring program quality and reporting, and governance development for National Organisations.

This position is located at our regional office in Pretoria, South Africa.

KEY DUTIES INCLUDE:

- Facilitate the development of strategic, organisational development and program plans for National Organisations and the regional office in order to impact 5 million individuals per year.
- Promote the growth of National Organisations by encouraging the adoption and implementation of organisational standards and policies.
- Support public relations and fundraising opportunities including grant proposals.
- Provide the context (regional program priorities, budget guidelines, etc.) and direction for staff and then lead in the negotiation of annual budgets, and strategic, training and resource development plans with national directors and board members; ensure that progress is monitored against plans; report to the Vice President quarterly.
- Ensure that staff are monitoring the program and financial results of national programs.
- Support resource development efforts: monitor existing development plans, introduce new funding ideas for in-country programs and contribute to regional initiatives.
- Take the lead in identifying appropriate partner organisations willing to work together to address the housing deficit in the region.
- Keep the AVP informed of important program issues.
- Monitor and provide recommendations regarding leadership development of national directors and senior staff, as well as regional office program operations staff.
- Supervise, coach and mentor direct reports by ensuring clarity of job descriptions, performance agreements, key performance indicators and regular reviews.
- Participate in global program initiatives and projects, and ensure that there is a close working relationship with all departments in EMEA and with headquarters staff in other areas of the world.

REQUIREMENTS:

- Bachelor's degree in international development, business management or other relevant field.
- 10+ years of experience with programmatic support and implementation in international development and emergency contexts.

- Experience at senior leadership level, ideally in a large, complex international NGO or organisation.
- Experience in Africa, and regional/multi-country level experience.
- Successful track record of implementing simple, effective monitoring systems.
- Fluency in English, both written and verbal.
- Ability to build personal networks at senior levels, and bring in new opportunities for the organisation.
- Cultural sensitivity, with highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- High degree of strategic and visioning capacities and skills; outstanding management skills and competencies; good analytical skills to solve complex issues and advise on a clear way forward.
- Must be willing and able to travel up to 30%.

PREFERRED:

- Master's degree.
- Experience and knowledge of the housing sector.
- Work experience in Europe and Middle East.
- Experience with bi-lateral or multi-lateral institutions/organisations.

HOW TO APPLY:

Submit your CV along with a letter of motivation online through our career site at:

<http://www.habitat.org/job/director-program-operations-emea>

The position offers a competitive compensation and benefits package in the non-governmental organisation market.

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.