

Job Description - Country Director

The Organization

As a member of the RET Consortium, RET International (www.theRET.org) is an independent, impartial, non-governmental organization with no partisan or religious affiliation, based in Geneva (Switzerland), in Panama City for Latin America and the Caribbean and in Belize City for Belize. RET was founded in December 2000 by Mrs. Sadako Ogata, then United Nations High Commissioner for Refugees (UNHCR) with the purpose of responding to the educational needs of young people affected by conflicts, disasters, displacement, violence and other conditions of vulnerability in the world, committed to working in fragile environments around the world to ensure the protection and resilience of vulnerable young people and women.

Reporting Line

Under the overall leadership of the Group of the Americas Director, the Belize Country Director reports directly to the Latin American and Caribbean Planning & Strategy and Operations Area Directors.

The Role

Under the supervision and guidance of the Area Directors of Planning & Strategy and Operations for Latin America and the Caribbean, the Country Director is responsible for:

- Direct and manage the implementation of programs and projects and the organization's operations in the national territory, which includes mainly incidence and advocacy, programmatic, communication, administrative, financial, logistical and human resources aspects.
- Ensure strict compliance with the provisions of the Code of Conduct, internal policies and procedure manuals, and other applicable institutional, international and United Nations policies and standards.
- Ensure full compliance with internal and external commitments within established timeframes (schedules, products, reports, etc.).
- Ensure full compliance with internal politics and procedures, technical and financial audit requirements and recommendations.

Specific Responsibilities

The Country Director is responsible for the following tasks:

1. Coordinate and supervise the proper functioning of the RET office in Belize, (Main Office and field sub-offices).
2. Implement the RET Strategic Plan at the national level.
3. Build and strengthen relationships with UN agencies, international and local NGOs, government authorities, embassies, private companies and current and potential donors, promoting coordination on strategic and operational issues.
4. Represent RET before all national and territorial entities related to institutional work and before visits of delegations to the region.
5. Guarantee the participation of RETs in public policy building and strengthening processes and in national dialogues on strategic issues for RETs that are carried out with the participation of our strategic partners at the level of communities, government, international and UN agencies, donors, civil society organizations and the private sector.
6. Monitor the political, socio-economic, educational, labour and migration situation and other relevant trends in the country, ensuring that the formulations and management of programmes and projects under implementation are strategic, coherent and effective.
7. Identify and present new funding opportunities to the Regional Office.
8. Formulate proposals for new projects (narrative and financial) according to the institutional procedure in coordination with the Regional Office and Headquarters.
9. Coordinate and supervise the efficient programmatic and financial execution of RET projects in Belize in strict adherence to the institutional and donor policies and procedures.
10. Manage the efficient performance of RET staff in accordance with applicable labor laws and internal regulations.
11. Guarantee the well-being of the National Office team and maintain a work environment conducive to professional and institutional development consistent with the principles and values of RET.
12. Guarantee the delivery of technical and financial quality reports in a timely manner, in the corresponding formats and with their respective annexes, ensuring the flow of information between field operations, the Regional Office and Headquarters.
13. Give visibility in strategic spaces to the actions, key processes and results achieved by RET in accordance with those established in the institutional procedures.

14. Ensure compliance with the communications plan and facilitate with the team access to information relevant to the organization.
15. Monitor and evaluate the country's programs and projects, supported by the staff and field team, in accordance with those established in the institutional procedures; and seek corrective measures together with the Regional Office.
16. Ensure the security arrangements for RET staff in accordance with the institutional procedures and other security arrangements of the State and the United Nations.
17. Ensure programmatic-financial harmonization and coherence in project formulation and implementation.
18. Ensure strict compliance with the efficient and transparent use of financial resources in accordance with institutional policies and procedures and other donor provisions. Validate the financial data before submission to Regional Office.
19. In coordination with the Regional Office, oversee the development, dissemination and improvement of RET technical materials.
20. Represent RET at inter-agency coordination meetings of the United Nations and other intergovernmental groups at the country level and report relevant findings and findings to the Regional Office.
21. Organize field visits and missions of the Regional Office and Headquarters, donors and occasionally other visitors.
22. Perform other binding functions as assigned.

Secondary Responsibilities

As all members of the RET team, the Country Director shall:

- Incorporate the values that guide institutional action in the development of interventions.
- Focus on impact - outcome and respond positively to critical feedback.
- Follow the procedures related to the development of the RET project cycle.
- Fully comply with internal policies, ensuring that the activities and their performance observe what is established in the Institution's Conduct, Identity, and Security Manual.
- Work as a team to achieve the institutional objectives and in close coordination with the Area Directorates.
- Manage the institutional resources in a transparent, efficient and effective manner fulfilling the assigned tasks.
- Ensure the security and maintenance of facilities and equipment.
- Propose alternative solutions to the problems that arise in the work area, from

- a constructive vision.
- Maintain confidentiality in the handling of delicate matters of particular interest to security and the institution.

Qualifications Requirements

- Education: University Degree in social sciences, economics or management with minimum of 6 years of experience in similar positions in NGOs, international organizations or UN agencies. Master Degree or equivalent in related areas.
- Training and/or proven experience in formulation, monitoring and management of social, humanitarian assistance and/or development cooperation projects preferably related to refugee, migration, social risk, women, youth and disaster risk reduction.
- Proven experience in human resource management.
- Availability to travel within the national and desirable international territory.
- Languages: English (native) and working knowledge of Spanish.
- Authorized to live and work in Belize is an asset.
- Experience in field work and inter-agency coordination;
- Experience in intercultural work;

Applications

Applications are to be sent to info.lac@theret.org before August 18th, 2019 indicating in the subject of the email: "Application to the position of Country Director in Belize" and shall contain:

- a complete and up-to-date CV;
- a cover letter (mention salary expectations annualized in USD);
- three professional references' contact details

RET is an equal opportunity employer.

Only shortlisted candidates will be contacted.