



DRC WASH Consortium Director Democratic Republic of Congo (DRC)

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.

Job Title:	DRC WASH Consortium Director								
Reports to:	Country Director of Concern Worldwide, DRC								
Job Location:	Kinshasa, Democratic Republic of the Congo (DRC) with frequent visits to consortium programme areas.								
Contract Details:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Contract Grade:</td> <td>D</td> </tr> <tr> <td>Contract Length:</td> <td>Two Years</td> </tr> <tr> <td>Contract Status:</td> <td>Accompanied</td> </tr> <tr> <td>Start Date:</td> <td>1st February 2016</td> </tr> </table>	Contract Grade:	D	Contract Length:	Two Years	Contract Status:	Accompanied	Start Date:	1st February 2016
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Job Purpose:	<p>Main outline:</p> <p>The purpose of the role of the Consortium Director is to develop and maintain effective leadership and capacity of the Coordination Consortium Unit (CCU) for Consortium guidance to ensure on behalf of the lead agency the effective implementation of an interagency WASH consortium in DRC with:</p> <ul style="list-style-type: none"> - Development of a common vision for programmatic orientations within Consortium members - Provision of overall representation at national, provincial and local levels, - Liaison with DFID, other donors, UN and other external actors - Coordination between member agencies - Management of Consortium grant and Sub Grants contracts in line with required compliance - Development of knowledge and implementation of Consortium and sectorial learning strategy - Documentation of Consortium process and DRC WASH Consortium programmatic and support processes. <p>To achieve her/his objectives the Consortium Director will be supported by a CCU (Consortium Coordination Unit) that she/he will be in charge to supervise and support to fulfil the role requirements.</p> <p>So far, the Consortium comprises the following agencies: Action Contre le Faim (ACF); Agency for Technical Cooperation and Development (ACTED); Catholic Relief Services (CRS); Concern Worldwide; and Solidarités International</p>								

<p>Main duties & Responsibilities:</p>	<p>General Responsibilities: Under the direct line management of the Country Director of the Consortium Lead Agency (Concern Worldwide), and with the support and buy-in of the Governance Board of the DRC WASH Consortium, the CCU led by the Consortium Director will ensure that all elements of the DRC WASH Consortium will be driven by a relevant strategy and coordinate effectively to deliver the commitments of the consortium in a timely, efficient and “value for money” manner.</p> <p>Strategic Management: “develop, update and operationalize a shared vision”.</p> <ul style="list-style-type: none"> • Developing an in-depth understanding of the DRC WASH sector (institutional capacity, implementation mechanisms, key stakeholders) required to position the DRC WASH Consortium to deliver added value to the sector. • Developing the understanding of Consortium members’ strength and weakness regarding WASH programme and programme support implementation to ensure an appropriate support and develop an accurate mapping of consortium expertise to be optimized for delivering the best added value of the Consortium. • Develop/update the common vision and identify opportunities for increasing impact of the consortium approach, influencing sectorial actors based on evidence and identifying funding sources to fund the strategy. • Developing a networking and relationships strategy to ensure adequate representation and communication of consortium programme initiatives to relevant stakeholders to support coordinated approaches, partnership development, program implementation, monitoring the impact of the consortium strategy and prioritize targeted advocacy actions on critical issues. • Supervise and support the CCU team to consider these strategic elements and their evolution to operationalize coordination, partnerships, communication, monitoring, learning and advocacy strategies in line with the Consortium position within DRC WASH rural sector. <p>Consortium Coordination Unit Management: “address and follow up critical issues to facilitate Consortium delivery, implementing adaptive programming and key strategic discussions to orientate Consortium development.” The Consortium Director manages all staff employed to this Unit, including short-term consultancy inputs and/or potential updated HR structures for the CCU as required for the purpose of implementing the strategy of the DRC WASH Consortium in collaboration with Consortium Members. This is done through ensuring the following:</p> <ul style="list-style-type: none"> • Management, supervision and support of the Consortium Coordination Unit to ensure the team fulfil its responsibilities and review recurrently the scope of their core responsibilities in line with challenges and evolution. • Management of coordination between members and individual member follow up through the implementation of quarterly governance board, technical working group system-finance and program, bilateral discussions and quarterly reporting system to ensure an efficient coordinated program management and appropriate internal communication and reporting system. • Prepare, organise, and document the Governance Board. • Providing guidance for adaptive programming and development of strategic orientations to be considered for approval by the Governance Board. • Reporting and making presentations to the Lead Agency and the Governance Board on Consortium activities and on opportunities to increase the added value of the Consortium approach. • Supervise and support the Communication, Learning and Advocacy Coordinator for ensuring effective communication and information sharing between the members of the consortium and with other relevant actors and stakeholders in the DRC according to the advocacy and communications strategy of the consortium.
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- Supervise and support the WASH Programme Quality Coordinator for development of proposals, activity plans, reports and other relevant Consortium Programme documents for consortium members that meet the requirements of external funding agencies funding the Consortium Programme.
- Attendance at appropriate coordination fora, representing the consortium at such meetings and reporting back to the relevant consortium groups on the outcomes of such meetings and/or ensure somebody of the CCU to attend.
- Supervise and support the WASH Programme Quality Coordinator in consultation with relevant technical Consortium member staff ensure that monitoring and evaluation (M&E) tools established during the Consortium preparatory phase are applied consistently by Consortium members; that there is effective M&E of all Consortium Programme activities, and that M&E reports are regularly sent to consortium members and relevant external funding agencies as appropriate.
- Make recommendations to the Governance Board for changes to Consortium procedures, systems and processes providing adequate justification to allow a decision to be made.
- Conduct regular programme visits to ensure the Consortium Members have a thorough understanding of all aspects of the programmes to ensure accurate representation of the DRC WASH Consortium.

Finance and Donor Compliance: “mitigate the financial risk for Concern Worldwide”

- Ensure implementation of recommendations from the Due Diligence assessments and continuous monitoring to ensure controls are in place.

The Consortium Director will supervise and support the Grant Compliance Manager to ensure the following responsibilities:

- Grant financial management and reporting
- Grant compliance management
- Analyse report on CCU financial system and compliance activities
- Supervise the Consortium Support Unit Officer to ensure efficient support services for CCU operations (Visits, Technical Review and Procurement) and supervise overall support for CCU.
- Ensure that a systemic approach (process and tools) ensuring and monitoring compliance are set up and efficient. Suggest and support implementation when validated, necessary changes.
- Ensure financial control and risk management towards members of the Consortium
- Ensure consolidation and control of financial reporting from the Consortium members
- When required ensure capacity building of consortium members staff to improve compliance

Program Quality and Coordination: “Ensure a high quality of program delivery”

Supervise and support the WASH Programme Quality Coordinator for supporting the coordination of monitoring and evaluation of the Consortium Programme especially by:

- Coordinating programme quality across the different agencies of the Consortium,
- Ensuring the Consortium implements approaches which represent current best practice for WASH in DRC.
- Organise and facilitate meetings with Consortium members on progress, learning from consortium programming and innovations, analysing challenges and developing solutions
- Coordinating monitoring, evaluation and research in order to assess the results of implementation.

	<ul style="list-style-type: none"> • Guiding learning and strategic development by revising approaches based on results. • Contributing to sector influencing by spreading improved approaches <p>Communication, Learning and Advocacy: “capitalise on learning and disseminate knowledge”</p> <p>The DRC WASH Consortium Director is responsible to supervise and support the Communication, Learning and Advocacy Coordinator to develop and operationalize:</p> <ul style="list-style-type: none"> • Internal communications and knowledge management tools; • Effective coordination approaches with government partners and other stakeholders; • Strategy for external advocacy and influencing the WASH sector; • Tools for WASH knowledge management and learning at community level. <p>Training and Capacity building : “develop team potential”</p> <ul style="list-style-type: none"> • Supervise and support the CCU team for identification of training needs of staff recruited to support the consortium. • In consultation with consortium members, supervise and support the CCU team for identification of their training needs and that of the partners/contractors with whom they work. • Supervise and support the CCU team for planning and where appropriate the provision of interventions to meet the identified training needs. <p>Undertake other appropriate duties requested by the Lead Agency or Consortium Board in his/her absence.</p>
<p>Person Specification:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Appropriate qualification at Master’s degree level, such as public management, development administration or a relevant social science. A background in WASH programming is a distinct advantage. • Proven experience (at least 5 years) in senior programme management and leadership working with INGO’s, NGOs, CBOs, para-statal organisations and other civil society groups. • Experience of working with major international donors, particularly DFID. • Excellent written and spoken English and French languages skills. • Strong analytical, interpersonal, communication and organisation skills. • Strong coordination skills specifically with the ability to effectively coordinate among consortium members. • Ability to build and maintain effective relationships with senior representatives of donor, INGO and Government structures and to represent the consortium at national or international level fora • Thorough understanding of gender and protection issues. • Strong financial management and donor compliance issues. • Experience in the design and use of monitoring and evaluation systems. • Experience of working in or managing a consortium model of working. • Knowledge the key tools used by donor agencies, such as logical frame works, results chains, theories of change, results-based management and financial administration systems <p>Desirable:</p> <ul style="list-style-type: none"> • An understanding of the DRC context and experience of working in different countries within the Central African region would be an advantage. • An understanding of accountability as applied within humanitarian and development programming. • An understanding of programme participant protection policies and international standards and how to apply these across a range of international actors.

To apply:	<p>All applications should be submitted through our website at https://jobs.concern.net</p> <p>Please note the position may be offered before the stated deadline application date.</p> <p><i>All candidates who are short-listed for a first round interview will be notified via email after the application deadline</i></p>
<p>Concern has a Staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Programme Participant Protection Policy and the Concern Staff Code of Conduct as an appendix to their contract of employment. By signing the Programme Participant Protection Policy and the Concern Staff Code of Conduct candidates acknowledge that they have understood the contents of both the Concern Staff Code of Conduct and the Programme Participant Protection Policy and agree to conduct themselves in accordance with the provisions of these two documents.</p>	
<p>Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on Concern ensuring that the names of any new employee or volunteer do not appear on terrorism lists generated by the European Union (List of person, groups and entities to which Regulation (EC No. 2580/2001 applies), the US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons) and the United Nations (Consolidated List).</p> <p>Any offer of employment (either paid or voluntary) with Concern Worldwide will not be made pending a clearance check being conducted on the applicant. For additional information please consult our web site or contact the Human Resource Division in our Head Office.</p>	
<p>Concern Worldwide is an equal opportunities employer and welcomes applications from all sections of the community.</p>	