



JOB DESCRIPTION

Country Director, Colombia

Background:

The Pan American Development Foundation (PADF) is seeking an experienced Senior Country Director for its Colombia Office that directs and supervises programs totaling approximately \$60 million in funding over the period 2009 and 2010 for assistance to displaced persons, Afro-Colombians, other vulnerable groups, and implementation of alternative development activities in coca growing areas. The Country Director supervises a staff of approximately 200 employees (mostly Colombian nationals) working throughout the country from its headquarters in Bogota and 8 regional offices and other satellite field staff. Candidates must have strong track record in USAID program management and preparation of new funding proposals to USAID, host governments and other donors in Latin America. Candidates should also have proven record of working collegially with USAID Missions, host governments and other institutional actors from the corporate and private sectors in dynamic working environments.

PADF receives USAID and other grants as well as funding from the Government of Colombia (GOC) (“Accion Social” is the principal GOC counterpart), in three major areas: 1) Assisting Displaced Persons and Afro-Colombians; 2) Implementing Alternative Development (Áreas para el Desarrollo Alternativo Municipal - ADAM) as senior partner to the Associates in Rural Development (ARD) Consulting firm; and 3) Community development, employment generation, skills training for displaced persons along Colombian borders. PADF works in close partnership with Colombian NGOs, community organizations, municipalities and corporate and private donors on various projects including disaster preparedness and mitigation, in-kind donations of medical-dental equipment and tools for training, and seeks new grants from the GOC, USAID, the World Bank, the Inter-American Development Bank (IDB) and other donors in those areas where it has unique expertise. The Country Director leads these efforts, prioritizes actions, manages program implementation, negotiates with donors, and supervises all PADF activities in Colombia.

The Foundation was established in 1962 as an affiliate of the Organization of American States (OAS) to strengthen civil society in the Americas, facilitate private sector participation in development, and mobilize donations from corporations, individuals, civic groups, and public donors such as USAID, the World Bank, the IDB to implement projects that benefit the least advantaged people in Latin America and the Caribbean. PADF forms part of the Inter-American System and is incorporated as a U.S. NGO (501 c 3). The PADF Board of Trustees includes three private sector leaders from Colombia who serve as a support group to the local PADF office.

PADF’s vision is to promote a hemisphere of opportunity for all. It seeks grants from public and private donors for: 1) Creating Economic Opportunities for Disadvantaged People; 2) Promoting Social Progress through in-kind and other donations; 3) Strengthening Communities and Civil Society; and 4) Responding to Natural Disasters and Humanitarian Crises such as the large displaced and Afro-Colombian populations in Colombia. The Foundation requires a dynamic senior manager and leader, with exceptional diplomatic and interpersonal skills, an entrepreneurial spirit, and international development experience, to direct its highest priority program. The Country Director will ensure that program results are achieved to USAID’s and other donor satisfaction, that PADF is fully responsive to USAID and GOC implementation priorities, and that expenditures total approximately \$30 million in FY 2009 and a similar level in FY 2010. Based on the existing program, the Director will mobilize additional grants from the GOC (Acción Social), USAID, the World Bank, corporate, private and other sources, to further grow the Foundation’s program in Colombia.

Position Title

Country Director, Colombia

Location

Bogota, Colombia. Extensive travel within Colombia in rural and remote areas is required (with adequate security precautions). Full-time position with benefits similar to those provided by USAID to its overseas staff. Salary commensurate with experience and salary history. Participation at representation functions in Bogota and throughout the country requiring strong Spanish language capability and excellent diplomatic and interpersonal skills.

Supervision

Reports to the Senior Operations Director in PADF headquarters in Washington, D.C. with policy guidance from the Executive Director. Works in highly collegial manner with PADF headquarters, the USAID Mission, the GOC, civil society, municipalities, departmental governments and private sector officials. Works with PADF Trustees in Colombia to mobilize additional private funding to support program implementation.

Education Required

Advanced degree and prior senior level managerial experience in international development directing and supervising USAID and other donor projects in developing countries; proven track record as a Chief of Party of large and complex USAID-funded programs; prior experience effectively dealing with senior USAID, Embassy and host country public and private sector officials at the highest level.

Language Proficiency Required

Fluency in English and Spanish, with strong oral and writing skills in English. Must be able to read and write in Spanish. Day-to-day office communication is in Spanish. Should be able to deliver public presentations in Spanish with high-level GOC and private sector officials.

Other Requirements

Minimum of 15 years experience successfully serving as a Chief of Party, NGO Country Director, USAID Director or Deputy Director for large rural and social development programs directed through local NGOs, community groups, municipalities, and private sector groups, working productively with consulting firms and international agencies. Knowledge of USAID procurement, contracting and disbursement regulations required and USAID project implementation and sub-granting requirements. Proven ability to supervise and monitor large staff of local national employees as fundamental part of “Colombianization” strategy. Must have strong oral and written communications skills, be well organized and focused, and exhibit disciplined entrepreneurial skills with exceptional initiative managing large number of sub-grants to host country groups. Must be a “hands-on” engaged manager with strong ability to effectively supervise and motivate staff and support them in producing high quality results for USAID and the GOC so as to enhance efforts to mobilize additional resources. Must have strong interpersonal skills for dealing with USAID, GOC staff and partner organizations.

Work Skills Required:

- Prior senior experience as a Chief of Party managing large USAID grants in sensitive and insecure environments and producing positive results for donor partners and host country governments.
- Proven management skills related to planning and implementation of complex international development programs, supervision and training of host country staff, development and evaluation of wide diversity of sub-grants to host country institutions with effective monitoring and supervision, with emphasis on income generation, job creation, technical training, agricultural production in coca areas, and related services.

- Excellent interpersonal and diplomatic skills with senior-level NGO and municipal leaders, corporate and high-level government officials.
- Entrepreneurial orientation, self-starter who can work independently creating positive relations with host country officials and USAID staff, consulting firms, NGOs, municipalities, community-based groups, corporate sponsors, donors, field offices and local civil society and corporate officials.
- Positive and constructive attitude, problem solver, proactive with demonstrated ability to assist host country institutions to effectively use donor funding in an accountable manner while supporting USG and GOC policy of “Colombianization” of program implementation.
- Prior experience planning and implementing large USAID and other donor grants in high profile programs that demand great attention to operational details and to relations with USAID, GOC and to local institutions.
- Strong private sector orientation and ability to sustain PADF leadership in the international community. Prior experience managing and developing projects for income generation, job creation, technical training, agricultural development in coca growing areas, strengthening local NGOs, civil society and working with municipalities and the private sector.
- Ability to conceptualize, develop, and implement strategies for increasing the size and scope of the PADF program in Colombia.
- Demonstrated ability to design and manage outreach strategies targeted to local beneficiaries, corporations and private sector leaders about opportunities for partnering with PADF;
- Knowledge of and experience in the LAC region, especially with NGOs, municipalities, community groups, and governmental institutions working in conflictive regions. .
- Ability to manage relationships with a broad range of senior-level leaders from U.S. and LAC development agencies, international organizations, consulting firms, corporations, foundations, civic groups, individual donors so as to further enhance PADF program;
- Experience developing projects with corporate donors and international development organizations desirable, with emphasis on income generation, job creation; technical training, and related services to displace population, Afro-Colombians and other vulnerable groups. Prior experience with Alternative Development programs in coca growing areas of Latin America is highly desirable.
- Strong English writing skills and experience in NGO governance, Trustee relations, resource mobilization, including grant proposals and fund-raising skills with foundations and the private sector; ability to edit and produce high quality correspondence/project documentation for USAID, GOC and other organizations with whom PADF partners.
- Ability to work in conjunction with PADF professional staff and consultants in Washington and field offices to successfully achieve program goals and results.
- Experience ensuring proper security arrangements that allow PADF staff to work in conflictive and challenging rural areas of Colombia. Regularly monitors security in different areas of Colombia working in close coordination with USAID and local security staff.

Start Date

Position is available no later than May 31, 2009.

Major Duties and Responsibilities:

- The Country Director provides overall leadership to the large PADF program in Colombia, supervises all PADF staff and facilities, ensures that program and budgetary objectives are achieved, monitors and evaluates results, keeps headquarters fully advised on program progress, and maintains close and collegial relationships with USAID, GOC officials (Accion Social), key partners like the ARD Consulting Firm, Colombian NGOs, municipal governments
- Plan, organize and manage actions to ensure field projects are developed and implemented that benefit displaced persons, Afro-Colombians, indigenous groups, former coca growing farmers and other vulnerable groups;

- Ensure that PADF executes field projects totaling approximately \$30 million in FY 2009 and similar programs in FY 2010 while closely monitoring and evaluating field impacts and reporting on progress to USAID, GOC and PADF headquarters.
- Leads PADF Colombia in developing new proposals in FY 09 and FY 010 for alternative development, displaced persons, aid to Afro-Colombians and other potential new grants (RFAs, RFPs) that respond to the Foundation's Strategic Plan for 2009-2012.
- Further develop PADF partnerships with USAID, other international agencies and consulting firms doing business in Colombia, the GOC (Acción Social), and local partners.
- Maintain close and collegial working relations with USAID and other PADF partners in Colombia. Enhance PADF's role as a recognized leader in supporting the Afro-Colombia population and other vulnerable groups.
- Increase the size and scope of PADF's program and conduct regular briefings for PADF Trustees from Colombia on progress of the program and how they and other Trustees can contribute to it.
- Expand training opportunities for PADF staff in Colombia, further developing financial and operational systems; and manage human resource and financial actions.
- Deepen PADF relations with the World Bank, corporate donors, and GOC agencies so as to leverage the Foundation's ongoing program (and affiliation with the OAS) into a presence that will extend well beyond current USAID grant periods with termination dates between 2010-2011.
- Ensure that systems are in place and properly managed to support USAID with Codels and Stafdels and effectively manage relations with senior Congressional and Executive branch visitors to enhance USAID and PADF program profiles and showcase results achieved.
- Organize, coordinate, and conduct presentations to donors, partners, sponsors such as members of the Colombian-American Chamber of Commerce and its corporate members who are contributing to PADF projects through their social responsibility programs.
- Lead process to prepare PADF applications, proposals and requests for USAID and other donor grant funding. Should have prior experience preparing responses to RFAs and RFPs.
- Use ongoing program to further enhance PADF as a recognized leader in Colombia in promotion of corporate social responsibility projects with leading companies that are seeking a role in supporting Plan Colombia through an OAS affiliate like PADF.
- Develop Corporate Social Responsibility initiatives to support and expand current projects;
- Perform other tasks not specifically outlined herein but which may be required to address special needs of PADF Colombia and the Foundation's program in the region.

Compensation:

Salary and benefits are based on experience and prior salary history and include many of those funded by USAID for expatriate staff of partner US organizations in Colombia. Salary and performance-awards are based on specific accomplishments exceeding agreed upon targets, number of projects implemented, increasing number of new grants and corporate partnerships; enhancing PADF relations with the GOC, NGOs, municipalities and other groups. PADF has a competitive package of benefits.

USAID Concurrence:

This position is funded in part by ongoing USAID projects and candidates are subject to USAID approval prior to selection.

EOE/M/F/D/V