WATER FOR PEOPLE

COUNTRY DIRECTOR - BOLIVIA

PROFILE AND DESCRIPTION OF THE POSITION

OBJECTIVES OF THE POSITION:

The Country Director in Bolivia is the legal representative and directly responsible for managing all aspects of Water For People's work in the country. Currently, Water For People has programs in five Latin American countries: Bolivia, Guatemala, Honduras, Nicaragua, and Peru. The Country Director is responsible for ensuring the implementation of the "Everyone, Forever" approach in Bolivia and ensuring that the program is in accordance with Water For People's overall policy and strategy objectives.

In addition, the Country Director is responsible for the proper management of Water For People funds and equipment and must ensure the operational and financial sustainability of the Bolivia office, which has adequate systems for the financial management of programs and human resources, fundraising, in addition to the development and management of relationships with sectoral authorities, new and current donors. The Country Director will take the lead role regarding advocacy and teaching programs at the national level, especially the "Everyone Forever" approach in Bolivia and will manage a wide variety of external relations at the national and local levels. It will also be the main point of contact in the Bolivia program, both for the global headquarters located in Denver and for the Regional Office for Latin America. Water For People expects the Country Director to adopt a collaborative management style, but also to make the necessary decisions for the benefit of our mission, our staff, and our partners.

Currently the Office of Water For People in Bolivia has a team of 10 people including field engineers, administrative and financial team, all working from Cochabamba. The number of people may expand, or contract based on projects and business needs. The Country Director reports directly to the Regional Director for Latin America.

ESSENTIAL TASKS AND FUNCTIONS OF THE WORK:

Strategy
- Develop activities to engage with the national government, agencies, regulators and other similar water and sanitation sector, in addition to those responsible for meeting SDG 6
- Lead and monitor the implementation of the Water For People strategic plan in Bolivia in accordance with the Global Strategic Plan
- Design and implement budgets and operational plans to carry out the organization's strategy in Bolivia
- Maintain strategic relations with sectoral authorities of Bolivia, departmental governments, mayors in the areas of work, coordination with other NGOs in the water and sanitation sector, mainly
- Actively lead proposals for the development of fundraising and management opportunities before donors, which allow to meet the annual fundraising goals
- Launch new organizational initiatives in Bolivia in all areas of the program or management

Management of External Relations
- Represent Water For People in Bolivia and receive those who make official visits to Water For People programs
- Ensure (or negotiate) counter parties with local governments and other allies to ensure the execution of projects to modify coverage levels
• Strengthen relations with partner organizations, non-governmental organizations (NGOs), Ministry of Water and Environment government agencies, donors, universities, the private sector, bilateral and multilateral agencies in Bolivia through the signing of agreements, letters of intent, technical cooperation, etc.
• Identify and develop funding opportunities in the country to intensify the work of the program
• Approve and submit funding proposals to donors, such as budget and execution schedule
• Approve, negotiate, and sign contracts with donors as the case may be in accordance with the procedures established in the organization
• Prepare reports for the Government of Bolivia as needed

Internal Management
• Serve as head of administrative and technical directors in Bolivia, as well as other specialists in key positions, and provide performance management documentation to WFP-Denver
• Oversee the programmatic aspects of water and sanitation, achievement of Coverage and Sanitation milestones and other fiduciary activities at the Bolivia office
• Contribute to water for people’s policy discussions and comprehensive program, globally
• Promote continuous improvement within the institution and teamwork
• Ensure the efficient use of Water For People resources in Bolivia

Learning and Providing Information
• Promote a learning environment between Water For People partners and staff in Bolivia
• Develop, in collaboration with partners, innovative and experimental strategies regarding water, sanitation and hygiene programs in Bolivia, contributing to Water For People’s learning and promotion programs
• Prepare Bolivia’s budget and annual operational plans, and ensure that all reporting deadlines are met
• Review and submit narrative, financial and additional material reports to donors.

Accountability and Compliance
• In this role, as Water For People Bolivia’s legal representative, ensure compliance with applicable laws and regulations in Bolivia regarding personnel and property (e.g., taxes, insurance, and employment contracts), and send documentation to WFP-Denver
• Ensure compliance with Water For People’s policies, procedures, and internal controls, whether those issued by headquarters or those implemented in your country
• Ensure that Water For People complies with all legal requirements, in compliance with the conditions of your registration in Bolivia
• Review, approve and submit financial reports to donors
• Hire annual independent audits from Water For People Bolivia, as well as project audits, as needed

Skills, Competencies and Experience
• At least 10 years of experience in program management in Bolivia and similar positions, including financial management, fundraising and donor management, budget control, and direct multidisciplinary team management
• At least 5 years of experience in working directly with municipal governments in Bolivia, in relation to development challenges
• Highly desirable knowledge of the Drinking Water and Sanitation Sector of Bolivia. Desirable basic knowledge of the integral management of water resources
• Relevant experience in the development of fundraising opportunities with multilateral and bilateral organizations, the private sector, foundations, corporations, individuals, among others
• Experience and knowledge of innovative market mechanisms in development, microfinance, inclusion of the Base of the Pyramid, partnerships with the private sector with CSR/ESG initiatives, inclusive business, Sustainable Development Goals (SDGs), or other similar
• Proven leadership skills and team management of professionals from various disciplines
• Relationship building, including experience in building relationships with high-level governmental organizations and donors
• Ability to think clearly and analytically
• Great ability to do calculations and ability to prepare and manage budgets; and solid knowledge of financial control procedures
• Indispensable ability to communicate clearly in Spanish and English, both orally and in writing
• Ability to plan your own work, set priorities and complete it under pressure or when faced with several issues that require attention at the same time
• Ability to motivate and lead a multidisciplinary team
• Experience in change management

FORMAL EDUCATION AND TRAINING:
• At least a bachelor’s degree or professional studies in a related area such as engineering, development studies, administration, economics, or related studies is required
• Studies at the master’s level in related areas will be positively valued
• Advanced English, writing, reading and conversation

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:
• Dedication of up to 50% of the time to travel to partner municipalities and other cities in Bolivia to attend local and national meetings, and travel to Denver and other regions to attend organizational meetings, as needed
• Ability to travel to remote rural areas, often in uncomfortable conditions
• Preferably, the candidate must reside in Cochabamba, with frequent trips to La Paz and other regions for institutional reasons. Candidates from La Paz city will be considered, based on expertise and background.

OTHER REQUIREMENTS:
• This position is for Bolivian citizens only
• This process does not represent a job opportunity for expats or non-residents of Bolivia or an international position for expatriates

Contact and Further Information:
• If you are both qualified and Water For People interests you, please apply with your resume and cover letter to this position. Please no phone calls or in-person inquiries.
• Deadline for submitting your application is **August 2nd, 2021** to the following email address: seleccion@dio.com.bo
• Only shortlisted candidates will be contacted.

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*