

*Solidar Suisse is a Swiss International NGO founded in 1936. We support and implement projects in the domains of Decent Work, Governance, and Humanitarian Aid, in over 60 projects in 14 countries in four continents. Solidar Suisse is a member of SOLIDAR, a European network of NGOs working to advance social justice in Europe and worldwide.*

For the development cooperation programme in Mozambique and Southern Africa, Solidar Suisse is looking for an experienced and motivated

### **Country / Regional Representative**

**Starting date:** November 2020  
**Duration:** Fixed term contract until December 2024  
**Duty Station:** Chimoio / Maputo, Mozambique  
**Reporting to:** Desk Officer Solidar Suisse HQ (Switzerland)

#### ***Background and purpose of the position***

The Country / Regional Representative is responsible for the overall management of all Solidar Suisse supported projects in Mozambique and in the Southern African region, the proper use of funds and the supervision of all Solidar Suisse staff. The main duty station is Chimoio (Manica Province) – especially in the first two years of the assignment – combined with frequent presence in the Solidar Office in the capital Maputo, and regular visits to the Solidar partner organizations in other Southern African countries.

In Mozambique, Solidar Suisse has been present since 1984, in South Africa since 1991. The thematic domains in Mozambique comprise the three areas of Decent Work, Governance, and Humanitarian Aid. Other projects in the Southern African region currently are located in South Africa, related to the Decent Work domain. The Country / Regional Coordinator has the task to further develop the Mozambique country program, and to proactively seize opportunities to strengthen the Southern African component of the program.

#### ***Main tasks and responsibilities***

- Officially represent Solidar Suisse in Mozambique and in other Southern African countries where the organization is operational.
- Guide the overall planning, implementation, innovation, monitoring and evaluation of the development program and projects of Solidar Suisse in Mozambique and in Southern Africa.
- Implement the Strategy 2021-2024 of Solidar Suisse for Mozambique and Southern Africa; propose complementation, modification or adaptation of the Strategy according to context and organizational developments, and in line with the global Solidar Suisse Strategy.
- Guide and orientate all the operations of the Solidar Suisse Cooperation Offices in Chimoio and Maputo
- Appraise, plan, consolidate and/or renew local Solidar Suisse staff in order to guarantee a skilled and motivated team.
- Assess institutional capacity building needs of Solidar Suisse and of partner organizations and draw up the respective capacity building plans.

- Ensure that project reports, monitoring systems, logistic, administrative and financial requirements fulfil the standards of Solidar Suisse and donors.
- Secure continued and renewed registration of Solidar Suisse as international NGO in Mozambique.
- Monitor and identify funding opportunities via local / international Calls for Proposals and Tenders in line with the thematic focus of Solidar Suisse; engage proactively with potential donors in Mozambique and the Southern African region.
- Represent Solidar vis-à-vis partner organizations, Swiss Embassy, international donors, national and international NGOs and other relevant actors, and take proactive initiative to network.

### **Requirements**

- University degree or equivalent, preferably in (but not restricted to) social sciences, economics / business administration, regional planning, hydrology, agriculture, or related areas.
- At least 5 years of experience in a senior management position in country and/or regional programs in development cooperation in Mozambique and/or other African countries.
- Strong methodological know-how as well as thematic expertise in at least one of Solidar Suisse's core domains Decent Work, Governance and Humanitarian Aid.
- Solid experience in programme as well as project management.
- Distinctive analytical, management and coordination skills, and strong representation and negotiation skills.
- Strong leadership and interpersonal skills, experience in guiding individual staff and in facilitating teamwork and cultivating team spirit.
- Proficiency in speaking and writing in Portuguese and English; strong ability to communicate clearly and concisely in these two languages; knowledge of local Mozambican languages (central region) is an asset.
- Readiness to combine work in Chimoio with frequent visits to Maputo and the provinces and districts of implementation of the Solidar program in Mozambique (Sofala, Manica, Tete, Zambezia) and in other Southern African countries.
- Proven ability to be flexible and work in pressurised environments.
- Empathy with Solidar's vision, mission and values.

We offer an interesting and challenging assignment in a dynamic work environment in a national as well as international field of activities. Adequate salary and travel are provided for. If you are interested and meet our requirements, please submit your complete application file indicating at least two relevant reference persons to [recruitment@solidar.ch](mailto:recruitment@solidar.ch) (Subject "Country / Regional Representative Moz") not later than July 3<sup>rd</sup>, 2020.

Please take note that only shortlisted candidates will be contacted.