



Country Director – Central African Republic

Position Title: Country Director

Country: Central African Republic

Base: Bangui

Start Date: 10 August 2025

Contract: One-year

Closing Date: 8 June 2025

Job requirements:

- At least five years' work experience managing programmes related to international health issues in emergency or low- and middle-income country settings. Previous experience as a Country Representative preferred.
- Relevant post-graduate degree or advanced studies in programme management and/or public health.
- Solid experience working in complicated security contexts.
- A strong interest in disease control at health system and community levels.
- Familiar with NGO working environments and standard procedures.
- Proven experience with international donor's procedures, project management, and HR management.
- Excellent communication, analytical, organisational, interpersonal and cross-cultural skills.
- Solid experience in proposal development.
- Experience managing teams.
- Creative, innovative and strategic thinker.
- Fluency in English and French is compulsory.

The MENTOR Initiative is an equal opportunity employer and values diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please use **LinkedIn**.

If that is not possible, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings currently across countries in **Africa**, the **Middle East** and **South America**. MENTOR is the leading organisation dedicated to the control of malaria and other vector-borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

We are now looking for an experienced and highly motivated **Country Director** with a strong interest in disease control to lead and develop the **country programme**, partnering with a strong UK-based team.

The Country Director (CD) is required to assist The MENTOR Initiative in the overall implementation of the programmes. Key to this is ensuring that the objectives are fully achieved in a timely manner whilst also identifying needs, opportunities and informing strategic and operational responses.

The CD will provide leadership and have overall responsibility for the management of all fundraising, financial and grant management, human resources management, technical programme support, and logistics support.

The CD will coordinate the different programmes to ensure consistent levels of high-quality delivery, accountability and transparency across them all.

The main responsibilities of this post include:

1. Security Management

In close collaboration with the HQ Programme Manager and the Head of Security, the Country Director is responsible for overall security management in a highly insecure and volatile context:

- Ensure solid networking and in depth and regular information collection and analysis on the security situation in the country.
- Organises for regular security updates with the MENTOR bases in the field
- Provide security updates to MENTOR HQ on a regular basis.
- Oversee that security related logistical support for the operations is adequate and functional.
- Directly responsible for regular updating of clear and pragmatic security guidelines for the MENTOR programmes. This includes overseeing that all MENTOR bases in the country have adequate evacuation / hibernation plans in place.
- Ensure the strict respect of general security rules by all MENTOR team members in country.

- Ensures solid and extensive security briefing of new international team members upon arrival in country.

2. Programme Management

- Support the implementation of the MENTOR programmes, in close coordination with the HQ programme management team.
- Support implementation of prevention campaigns such as distribution of Long-Lasting Insecticidal Nets (LLIN) and Indoor Residual Spraying (IRS); Information, Education, Communication (IEC) sensitization through schools, churches, women's groups etc.
- Oversee planning and organisation of operational research studies.
- Ensure that an efficient system for data collection and analysis is in place. The data collected must reflect the reporting needs for the different grants.
- Use the logframes for the different projects as a tool for strategic discussions and planning as vital part of successful project implementation.
- Through clear and efficient communication and support, collaborate closely with the coordination team to ensure that programme activities are implemented according to objectives and action plans and as per security constraints in the different geographical targeted areas.
- Provide general representation and active technical support to the relevant Ministry of Health departments as well as to NGO / UN counterparts.
- Oversee the implementation of existing programmes including development and delivery of activities.
- Supervise, develop and support the team in all aspects of the programmes activities.
- Coordinate the strategic mapping of the programmes development.
- Ensure quality reports are produced on monthly, quarterly and annually basis and submitted to HQ in a timely manner.

3. Donor Management

- Oversee the management of grants including appropriate expenditure of funds and timely grant reporting (to be sent to HQ for review prior to submission to donors).
- Responsible for the coordination and final editing of field drafts of narrative donor progress reports and for sending these for review to the HQ Programme Manager as per the required deadlines.
- In close collaboration with HQ, carry out exploratory field missions to assess and report on potential new intervention areas.
- Liaise with current and future donors (as relevant), in consultation with HQ, to advance programme ideas, build funding and other support.

4. Financial / Administrative Management

In close collaboration with the Finance team in country and with direct support from the Grants Manager (GM) at HQ level, the Country Director is responsible for the financial integrity of the programme by ensuring financial resources are cost-effective, and implement activities in accordance with budget available and as per MENTOR standard procedures:

- Ensure solid and appropriate security precautions on cash management in the MENTOR country programme.
- In collaboration with the Finance Coordinator, ensure that regular updates of budget tracking for all grants supporting MENTOR activities in country are effective.
- Oversee that monthly finance documents (reports on expenditures, requests for cash, payrolls, budget plans etc) are submitted from the Finance coordinator to the GM at HQ level within the required time frame.
- Oversee that hard copies of expenditure justifications are adequate and in line with MENTOR standard requirements.
- Ensure compliance with all local government taxation and labour regulations.
- Responsible for the finalisation and endorsement of mission related official documentation (Memoranda of Understanding, legal contracts, agreements etc.)
- Maintain an overview of contextual needs of call for proposal and administrative requirements from the country
- Ensure HQ authorisations are established for all new grants.

5. Human Resource Management

- Direct line management of MENTOR Coordinators as per the organogram while ensuring their effective management of programme and operational support staff.
- Participate in the recruitment of consultant team members including in the final selection among shortlisted candidates.
- Directly responsible for organising an in-country general briefing to new consultant team members upon their arrival to the mission as well as for debriefing sessions for each consultant team member at the end of their contract.
- Ensure the effective implementation of consultant performance reviews in a timely manner by all team managers. The CD is directly responsible for ensuring performance evaluations for consultant team members under his/her direct responsibility.
- Oversee and approve the recruitment of all national team members in accordance with national labour law.

- In close collaboration with the Finance and HR team in the country, review the internal regulations and policies for MENTOR team members in accordance with national labour law.
- Ensure that national contract formats, per diem policies etc are adhered to consistently.
- Coordinate weekly and ad hoc general team meetings as well as senior programme management team meetings to ensure that the team works harmoniously to meet the needs of the programme.
- Ensure that all contracts, MENTOR's Code of conduct, MENTOR's policies and procedures are in place, adhered to and respected by the entire MENTOR staff.
- Ensure that Safeguarding/PSEAH policies are implemented, and regular team members training is done.
- Ensure that incident reports are made in a timely manner to HQ on violations of the Code of conduct.

6. Logistics

In close collaboration with the logistics team:

- Ensure that adequate logistical support is organised for the security management.
- Oversee that timely international and local procurement is carried out as per budgets available and in line with programme needs and procurement guidelines.
- Oversee an appropriate stock management of items such as assets, medicines, and prevention material.
- Oversee that logistical filing systems are maintained, including appropriate filing of equipment manuals, maintenance schedules and other logistical documentation e.g. waybills, and donation certificates.
- Oversee that the MENTOR fleet is renewed and maintained as needed and as per instructions from HQ.
- Oversee required procurement, maintenance and usage of all communication equipment including HF, VHF and satellite phones / internet connection.
- Oversee the daily coordination of transport activities by road and air.

7. Communication

Internal:

- Ensure clear and regular communication between within the programme teams.
- Ensure the implementation of regular general team meetings in country
- Organise regular management team meetings for all coordinators in the mission

- Responsible for the elaboration of regular internal situation reports
- Carry out regular verbal briefings with HQ (PM and GM) as required.

External:

- Ensure MENTOR participation in all appropriate external meetings.
- Organise and participate in technical meetings with health stakeholders.
- Ensure a transparent and efficient exchange of data, context reports etc with relevant stakeholders.
- Provide support during agreed media related field visits.
- Actively maintain and build good working relationship with partners, donors and all key stakeholders including other NGOs and international organisations. Participate in forums/conferences, identify opportunities for development and emergency needs.

8. Other

- Work with MENTOR to share best practice across the organisation as required.
- Any other duties as may be assigned by the HQ Programme Manager.