



## **TERMS OF REFERENCE**

### **Senior Representative / Development Manager**

**Location:** Bangui, Central African Republic

**Position:** Contract

**Duration:** Two-months with potential to extend

**Reporting to:** Programme Manager

**Start Date:** As soon as possible

**Closing date for applications:** 18 September 2026

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 communities affected by humanitarian emergencies caused by 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.

The job involves acting as MENTOR's senior representative in Bangui, translating MENTOR's operational presence into funding opportunities, strategic partnerships, cluster influence, government recognition and programme continuity.

#### **Job requirements:**

- Advanced degree in international development, public health, humanitarian affairs, political science or a related field.
- Minimum 7–10 years of experience in humanitarian programming, donor engagement, coordination or resource mobilisation.
- Demonstrated experience working in complex emergency settings, preferably in central African humanitarian contexts.
- Strong knowledge of donor architecture, including ECHO, FCDO, Germany, Switzerland, humanitarian funds, UN agencies and Global Fund mechanisms.
- Proven ability to develop concept notes, proposals, donor briefs, funding pipelines and strategic positioning materials.
- Fluency in French and English, both written and spoken.
- Strong representation, negotiation, reporting and inter-agency coordination skills.
- Ability to operate independently in a high-security, non-family duty station.

Please send your CV, letter of motivation and details of three referees (including your most recent employer) to: [recruitment@mentor-initiative.org](mailto:recruitment@mentor-initiative.org)

Responsibilities of the post include the following:

- Lead donor engagement and resource mobilisation for 2027 funding continuity.
- Maintain a live funding pipeline and coordinate concept note and proposal development with HQ and field teams.
- Represent MENTOR in Health Cluster, ICCG, OCHA, UN agency, government and donor coordination fora.
- Position MENTOR for HRP 2027 and Global Fund GC8 processes.
- Strengthen government liaison with the Ministry of Public Health and Ministry of Humanitarian Action.
- Produce and circulate donor-facing visibility materials based on MENTOR's field results.
- Coordinate internal reporting, strategic updates and performance tracking.

The MENTOR Initiative is an equal opportunity employer and values diversity in the organisation. We ensure the constant non-discrimination throughout the recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality and strongly encourages candidates from under-represented backgrounds 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.