TERMS OF REFERENCE

Programme Director - Mozambique

Position Title: Programme Director
Location: Cabo Delgado
Reporting to: HQ Programme Manager
Duration: 10-month contract
Closing date of applications: 17 November 2026
Start date: Immediate

Requirements for the role

- Diploma: Project Management, International Development or a related field.
- Minimum of five years' experience managing field-level humanitarian and health/vector-borne disease control programmes.
- Fluent in both Portuguese and English (written and spoken).
- Familiar with NGO operational environments, donor regulations and standard procedures.
- Solid experience working in complex, high-risk security contexts (preferably in northern Mozambique/Cabo Delgado).
- Proven experience in field team management, programme coordination, operational logistics, and field financial monitoring.
- Strong organisational, analytical and problem-solving skills under pressure.
- Excellent operational communication skills.

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.

To apply: preferably using LinkedIn or if that is not possible, please email CV, a letter of motivation and details of three referees (including your most recent employer) to recruitment@mentor-initiative.org. Please note we cannot provide feedback at the shortlisting stage.

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings 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, vulnerable settings.

MENTOR delivers large scale disease control interventions working with communities affected by emergencies such as conflict and natural disasters and at higher risk of diseases. We also support 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.

Overall job purpose

MENTOR seeks an experienced and highly motivated professional with a strong interest in vector-borne disease control to lead and develop some of its country programmes, partnering with a strong headquarters team.

The successful candidate will be trained in our systems and approaches to lead one of our in-country programmes.

The Programme Director (PD) is based in Cabo Delgado and responsible for the overall operational leadership, technical execution, and field coordination of MENTOR's activities in the province. Working under the direct supervision of the HQ Programme Manager, the PD oversees field teams, programme logistics, operational security, and local financial/administrative compliance to ensure programme objectives are met efficiently and safely.

The PD will lead in-country organisational representation and is responsible for the management of all fundraising financial and grant management, human resources management, technical programme support and logistics support.

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

Task and responsibilities

1. **Security management**

   In close collaboration with the HQ Programme Manager and HQ Security Officer, the Programme Director is responsible and accountable for operational security management across Cabo Delgado bases and field operations:

- Maintain solid local networks and regular information collection and analysis regarding the security situation in Cabo Delgado.
- Directly manage the implementation and regular updating of local security plans and guidelines for all MENTOR bases in the province.
- Ensure route assessments are completed, reviewed and approved within 72 hours prior to any team movement.

- Deliver comprehensive security briefings to all incoming team members, consultants and visitors arriving in Cabo Delgado.
- Ensure strict compliance with all general security rules, communication protocols, and security-related technology by all field team members.
- Liaise with local security actors and humanitarian security mechanisms in Cabo Delgado (for example, INSO, UNDSS, local focal points).
- Ensure that security-related logistical support (vehicles, communication gear, hibernation kits, base physical security) is fully operational.
- Report all security alerts, incidents and developments immediately to the HQ. Programme Manager and Security Officer, submitting detailed incident reports as required.

2. Programme implementation and coordination

- Lead the day-to-day coordination and delivery of MENTOR's vector-borne disease control, health and WASH activities in Cabo Delgado.
- Oversee the operational planning and delivery of field interventions, including WASH support, Indoor Residual Spraying (IRS), health facility support, and IEC/BCC community campaigns.
- Supervise and support project managers, officers and technical field staff to ensure activities follow agreed work plans, donor targets and technical standards.
- Ensure effective data collection, monitoring and field reporting systems are maintained for project monitoring and evaluation.
- Compile, review and draft high-quality monthly, quarterly and interim narrative field reports for submission to the HQ Programme Manager.

3. **Field financial and administrative oversight**

In collaboration with the country finance team and HQ Grants Manager, ensure financial integrity and compliance at the field level:

- Oversee local cash management, cash advances and field expenditure security in accordance with MENTOR standard operating procedures.
- Monitor local project burn rates and budget lines against planned field activities.
- Review and approve field financial documentation, local procurement requests, payroll, and monthly cash requests before submission to HQ.
- Ensure full compliance with national labour laws, local regulations and tax requirements applicable to operations in Cabo Delgado.

4. Human Resources management and team leadership

- Provide line management, leadership and supervision to the field coordination team in Cabo Delgado.
- Lead the recruitment, onboarding and management of national staff in compliance with Mozambican labour legislation.
- Organise and conduct regular briefing and debriefing sessions for field personnel and incoming consultants.
- Carry out regular performance evaluations for directly supervised staff and ensure team managers complete reviews for their teams.
- Build a harmonious, collaborative and professional working environment through weekly team planning meetings.
- Enforce strict adherence to MENTOR's Code of Conduct, PSEA and Safeguarding policies across all operational bases in Cabo Delgado, reporting any policy violations immediately to HQ.

5. **Field logistics and operations support**

In close collaboration with the Field Logistics team:

- Oversee local procurement processes to ensure transparency, timely delivery and alignment with donor guidelines.
- Ensure effective stock management of medical supplies, vector control equipment, tools and assets at Cabo Delgado warehouses.
- Monitor fleet management, vehicle maintenance and driver safety protocols for all field movements.
- Ensure maintenance and proper usage of all field communication systems (VHF, HF, satellite phones, internet).

6. Operational communication and coordination

- Internal: Maintain constant and transparent communication with the HQ Programme Manager, holding regular update meetings and submitting field SITREPs.
- External (Local/Provincial Level): Represent MENTOR in local humanitarian cluster meetings (Health, WASH, Shelter/NFI), operational working groups, and technical field coordination forums within Cabo Delgado.
- Maintain positive working relationships with local health authorities (DPS/SDSMAS), district government officials, and community leaders in project implementation areas.

7. Other responsibilities

Undertake any other operational duties as assigned by the HQ Programme Manager.