

**ICAP at COLUMBIA UNIVERSITY
POSITION DESCRIPTION**

Job Title:	Country Director, ICAP in Tanzania
Reports To (Title):	Chief Operating Officer and Deputy Director, ICAP at Columbia University

POSITION SUMMARY

Reporting to the Chief Operating Officer and Deputy Director, ICAP at Columbia University, the *Country Director, ICAP in Tanzania* serves as the primary ICAP representative in-country and is responsible for the strategic leadership and direction of all of ICAP's programs of research, technical assistance and training in-country. Responsible for managing all aspects of the country program, including all technical, programmatic and operational aspects, for ensuring optimal use of human, financial and physical resources and for full compliance with donor regulations and requirements and University policies. Leads the implementation and monitoring of ICAP's portfolio of work in-country. As the representative of ICAP in-country, responsible for developing and maintaining highly collaborative working relationships with representatives from the Government, academic institutions, donors, supporters and other implementing and collaborating partners.

MAJOR ACCOUNTABILITIES

- Provides strategic leadership to the design and implementation of country programs, projects and activities and oversees program planning, monitoring, reporting and evaluation.
- Ensures optimal use of human, financial, and physical resources to successfully meet project milestones and technical quality standards, and to achieve project objectives, deliverables and targets.
- Provides leadership and manages to ensure that all projects and activities are executed in line with and meet the technical standards and expectations of ICAP and its donors and supporters.
- Oversees and coordinates the successful completion of planning and budgeting requirements of the country office.
- Ensures mechanisms are in place to monitor the implementation of projects, including progress toward achieving objectives and targets with high quality and on-time performance.
- Provides effective oversight to all financial and administrative functions undertaken by the country office to ensure efficient and effective and the provision of sufficient administrative support to all projects.
- Ensures that all activities are undertaken in full compliance with ICAP standard operating procedures, Columbia University and donor policies and regulations, and national host country policies and laws.
- Develops and maintains highly collaborative working relationships with representatives from the host country government, academic institutions, donors, supporters and other implementing and collaborating partners.
- Ensures documentation and dissemination of findings, impact, innovations, and lessons learned.
- Leads in-country efforts for development and mobilization of new resources and donor commitments.
- Perform other related duties, as assigned.

EDUCATION

- MBChB / MD (or international equivalent), PhD, MPH, or other relevant advanced degree in the fields of public health or international development

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Minimum eight (8) years of experience managing large international public health or human development programs with at least 5 years of experience in managing public health programs in resource limited settings
- Demonstrated experience in HIV/AIDS program development, implementation and monitoring in resource-limited settings
- Demonstrated knowledge of technical content areas relevant to the current projects within the ICAP in-country portfolio
- Proven record of leading donor-funded projects, which consistently meet objectives and targets
- Demonstrated experience working on or leading health and development projects supported by the US Government, other bilateral donors, the Global Fund, the UN system agencies, and major international foundations
- Demonstrated knowledge of rules, regulations and requirements of USG and other major international donors
- Demonstrated experience and skills in public health diplomacy, negotiations and cross-cultural communications
- Excellent oral presentation and writing skills
- Demonstrated ability to identify, analyze and resolve problems, constraints and issues relevant to project implementation and performance
- Proven ability to lead, manage and mentor a culturally diverse team operating in complex environments
- Fluency in English

EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS

- In-depth knowledge of Tanzania's public health sector and national and provincial health systems
- Demonstrated experience overseeing the design and implementation of research studies, public health evaluations and training and education programs
- Fluency in Swahili

TRAVEL REQUIREMENTS

- Frequent in-country travel within the country; 1-2 trips per month with each trip taking 2-4 days each
- 2-4 International trips each year with each trip taking 5-10 days