

JOB DESCRIPTION

Title:	Country Director, DRC
Appointment Status:	Term-limited, contract position, renewable based upon satisfactory performance and availability of project funding.
Reports to:	Population Media Center Program Manager
Anticipated Start Date:	April 2023
Location:	Kinshasa, Democratic Republic of Congo (DRC) This position is open only to DRC nationals.

GENERAL DESCRIPTION

Reporting to the PMC Program Manager, the Country Director provides vision, overall technical and programmatic leadership, and managerial oversight for PMC's programs in DRC. The Country Director is responsible for the overall development, management, and representation of PMC's activities. With support from PMC headquarters staff, the Country Director is responsible for building a long-term platform for PMC in DRC.

KEY RESPONSIBILITIES (include but are not limited to)

1. Program Management

The Country Director oversees and supervises the effective implementation, management, and evaluation of PMC's activities of the program in DRC to achieve results in an efficient and cost-effective manner. The Country Director is responsible for hiring and supervising in-country staff and contract personnel.

Duties include:

- Build and manage relations with donors, governments, international and local NGOs, and broadcast partners;
- Develop annual work plans and budgets as required, and work with PMC-HQ staff to plan program activities;
- Direct, plan, and coordinate the work of the program staff;
- Supervise, evaluate, train, and provide team building exercises for the program staff;
- Provide financial management and monitor expenditures of country program, consistent with the policies and procedures of all donors and PMC;
- Contribute to PMC organizational learning by capturing and sharing reports on key activities, processes, and systems;

- Ensure that PMC projects in DRC are technically sound, evidence-based, and responsive to the needs of DRC, its people, and project donors;
- Develop and maintain strong working relationships with donors, relevant government Ministries and Agencies in DRC, as well as any other implementation partners to maximize resources and sustainability.
- Draft reports to donors as required and submit donor reports and monthly activity and financial reports to PMC HQ in a timely manner.

2. Technical & Program Leadership

The Country Director leads and maintains the vision of the PMC program both nationally and internationally, as well as to donors and partners. Duties include:

- Collaborate and coordinate program activities with Ministry partners, television and radio representatives, and health agents;
- Represent PMC in national and international meetings, conferences and presentations as needed;
- Understand and be able to effectively communicate and present PMC's unique behavior change communication strategy of entertainment-education via mass media;
- Drive innovative ways (e.g., media extensions, use of social, and other new media) to reach target audiences;
- Facilitate meetings of the technical advisory committee during implementation of the project;
- Represent PMC in professional circles through meetings, conferences, and presentations in DRC.

3. Resource Mobilization

The Country Director acts as a facilitator for the PMC program and ensures the continuity and growth of programs and funding in DRC. Duties include:

- Ensure the continuity and growth of programs and funding in DRC;
- Fundraise for activities for PMC in DRC, regularly monitoring existing and new sources of funds, grant and partnership opportunities, including corporate sources;
- Share opportunities and outreach updates with PMC-HQ New Program Development staff, working together to coordinate donor outreach, proposal creation, and donor solicitations;

SKILLS AND EXPERIENCE

- At least 10 years' experience in project management at a senior level, preferably in health or similar field;
- Experience in health communication or communication for development;
- Experience with radio or television programs strongly desired;
- Demonstrable commitment to reproductive health and related social and health goals;
- Strong mastery of English;

QUALIFICATIONS

- Master's Degree in Public Health, Communication, Social Sciences or a related field.

LOCATION

- Kinshasa, Democratic Republic of Congo (DRC). Suitable for remote work. This position is open only to DRC nationals.

Who We Are:

Founded in 1998, Population Media Center uses entertainment-education and mass media to promote social and cultural change by addressing the interconnected issues of the full rights of women and girls, population, and the environment. Our goals are to empower people to live healthier and more prosperous lives and to stabilize global population at a level at which people can live sustainably with the world's renewable resources. PMC has developed long-running serial dramas for radio, TV, and the web in more than twenty unique languages, helping more than five hundred million people live healthier lives.

Population Media Center's Vision: A sustainable planet with equal rights for all.

How to Apply:

Submit cover letter and resume to countrystaff@populationmedia.org. Review of applications and interviews to begin immediately and continue until the position has been filled.