



**POSITION:** Deputy Country Director  
**REPORTING TO:** Country Director / Chief Operating Officer  
**REMUNERATION:** Negotiable  
**LOCATION:** Lira, Uganda  
**START DATE:** ASAP



## Background

The International Lifeline Fund (“Lifeline”) is a non-profit organization based in Washington, D.C. that has been operating in Uganda since 2006. Lifeline’s mission is to improve the quality of life of those less fortunate by exponentially expanding access to clean water and energy solutions. Lifeline operates under the conviction that given affordable access to cost-effective products and services that meet their basic clean water and energy needs, impoverished communities can begin to lift themselves out of the dire circumstances in which they live.

Lifeline’s clean energy program focuses on the development, production, marketing, and distribution of fuel-efficient cook stoves for households and institutional use in both commercial and humanitarian settings. Over the past 17 years, we have produced over 400,000 Fuel Efficient Cook Stoves in our factory in Lira, Uganda. In addition, we have distributed over 200,000 more cookstoves to refugees and other displaced persons from Sudan, Somalia, Congo, Burundi, and Haiti.

Lifeline’s clean water initiative involves both creation of new water infrastructure and provision of preventative maintenance services to sustain that infrastructure over time. Since launching this initiative in 2006, Lifeline has constructed and/or rehabilitated some 500 boreholes, which have filled the clear water needs of more than 300,000 impoverished villagers across Northern Uganda.

In respect of both its clean water and energy programs, Lifeline has been exploring a series of innovative ideas and approaches that have the potential to magnify their impact (*e.g.*, deployment of remote sensors to monitor water point performance, deployment of drip irrigation systems to finance preventative maintenance, adaptation of an atomizing burner technology for institutional cooking, *etc.*). This position offers a unique opportunity to help take an organization that is well-poised for growth to another level.

## About the Role

Acting under the guidance and supervision of the Chief Operating Officer (“COO”) and the Country Director (“CD”), the Deputy Country Director (“DCD”) will have overall responsibility for implementing program activities, developing programs, and providing program managers continuous support to meet deliverables and budgets. The DCD will support the program units to grow and evolve in a manner consistent with Lifeline’s values and objectives, working closely with the program department leads, the CD, and the Global Office. He/she should be passionate about Lifeline’s mission and have the drive and ability to help motivate, inspire, and lead a committed and diverse team.

## **Key Duties and Responsibilities**

### Country Program Leadership and Support

- Contribute strategic inputs for the growth of the country office;
- Supporting the development of annual plans and budgets in accordance with set guidelines and procedures;
- Overseeing the implementation and evolution/innovation of transformative initiatives and delivery models within each of the programmatic departments;
- Ensuring delivery of quality programs to both beneficiaries and donors;
- Ensuring efficient resource allocation and management for successful implementation of Lifeline's activities;
- Monitoring programmatic progress through Key Performance Indicators; and
- Stepping in as Acting Country Director whenever necessary.

### Strategic People Management

- Showing accountability and holding staff accountable for maintaining Lifeline's core values and meeting performance goals, including timely and clear communication of expectations through regular feedback and annual performance appraisals;
- Ensuring that the program department leads have clear and realistic goals/objectives that are in alignment with set timelines and budgets;
- Supporting the recruitment, orientation, and development of staff, demonstrating healthy engagement, and promoting a culture that supports innovation and effective utilization and advancement of talent; and
- Promoting staff development and the maximization of local talent through coaching, mentoring and other capacity building activities.

### Program Implementation

- Overseeing implementation of programmatic activities so as to meet or exceed objectives and maximize output;
- Grant management & ensuring compliance with contractual requirements of donors and other partners;
- Ensuring that learnings and best practices are fully documented to guide design and implementation of future projects;
- Ensuring the effectiveness of monitoring and evaluation systems that allow for accurate donor reporting, timely course corrections, and learnings and innovation; and
- Traveling to the field to assess program activities and provide operational support.

### Program Development + Representation

Supporting the CD in:

- Seeking out new partnerships, program and funding opportunities;
- Positioning Lifeline as a partner of choice;
- Fostering and maintaining strong and productive relations with all key stakeholders; and
- Strengthening Lifeline's reputation and brand within its specific programmatic working sectors.

### Financial Management and Fundraising

- Supporting program department leads in the development of quarterly and annual budgets;
- Developing annual & quarterly budgets with the department heads, consolidating, and reviewing monthly cash flow forecasts.
- Assisting the CD and Global Office in identifying development opportunities and overseeing the preparation of proposals.

## **Required Qualifications, Experience and Skills**

### Education & Training

- Minimum Required: University degree in a relevant discipline

## Experience

- Minimum of eight years of successful experience in international development and/or humanitarian assistance
- Minimum of five years of successful experience at the management or senior management level
- Solid understanding of financial and budget management
- Experience in overseeing and leading impactful programs
- Proven abilities in decision-making and problem-solving

## Core Competencies

### Results-Driven:

- Committed to achieving targets and takes personal accountability for work
- Takes initiative and works effectively under own direction
- Open to new approaches and alternative means in order to accomplish results

### Effective Communication:

- Ability to synthesize complex information and present a clear argument
- Presents logically and in an understandable manner
- Superior written and oral skills
- Tailors the message to fit the needs of the target audience

### Problem Solving and Analysis of Information:

- Identifies a range of practical solutions to address issues
- Takes a critical and methodical approach to problem solving
- Takes in and understands information quickly

### Project & workload management:

- Manages resources effectively and efficiently
- Establishes priorities and develops clear and logical plans to achieve goals
- Monitors performance and progress against objectives
- Excellent organizational and time management skills, ability to meet deadlines and work under pressure

### Working with others:

- Develops effective working relationships and networks
- Creates team spirit by encouraging cooperation and open communication
- Adept in conflict management and negotiation

### Risk management:

- Understands the sources of risk
- Evaluates risks and identifies methods for their control and mitigation

## **How to apply**

Interested applicants should submit the following by e-mail to [ireti@ngorecruit.com](mailto:ireti@ngorecruit.com) quoting reference number: **NIL001**

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with International Lifeline Fund's mission and the unique qualities you will bring to this role.

Application Deadline: **22 September 2023**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about International Lifeline Fund, visit their [website](#) and [LinkedIn](#) account.