



MINISTRY DESCRIPTION

Title: National Director, Convoy of Hope Philippines

Department: International Program (IP)

Reports to: Regional Field Operations Director, International Program

Schedule: Regular, Full-Time

FLSA: Exempt

Ministry Function:

The National Director (ND) will manage, lead, direct, and shape a vision for Convoy of Hope Philippines in line with the established policies, principles, and operating practices of Convoy of Hope. The ND will implement and demonstrate good management practices that match the political, social, cultural, and economic landscape.

Essential Duties and Responsibilities:

1. Review policies and procedures in place for all aspects of the organization.
2. Monitor participant safeguarding.
3. Ensure that disbursement of resources and accounting procedures are in accordance and compliance with government and COH International standards.
4. Supervise, equip, empower and mentor all COH PHL staff.
5. Seek opportunities to minister to and guide staff and volunteers professionally and personally.
6. Build a solid leadership team and platform for ministry expansion.
7. Perform site visits for administrative oversight and support of programs and partners.
8. Develop annual budget and operational plan in collaboration with staff and COH International colleagues.
9. Conduct program evaluation and review of operational plan.
10. Ensure program implementation excellence.
11. Seek opportunities for partnership from organizations and government entities.
12. Represent organization to domestic and international stakeholders.
13. Participate in relevant forums and networks.
14. Maintain continuous contact with the regional director.
15. Work together with the Director for Advancement & Disaster Response (DADR) to increase COH awareness and fundraising efforts.
16. Plan and facilitate donor trips from fundraising contacts, as well as others when requested in conjunction with the DADR.
17. Work together with DADR when a disaster response is operational.
18. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. This position is located and paid in the Philippines.
2. At least 3 years technical experience in food security, nutrition, or community development programs.
3. At least 5 years experience in senior leadership.
4. Formal training/qualification (Degree, Course) in development program operation/management.
5. Ability to travel about 15 percent of the time.
6. Written and spoken English fluency.
7. In depth understanding of programming issues and policy work at national and international levels.
8. Up to date knowledge of development concepts, methodologies, and techniques including demonstrated expertise in at least one specialist development field.
9. Excellent conceptual, analytical, documentation, and presentation skills.
10. Excellent financial management skills.
11. Willingness to work additional hours at crucial times.

12. Verbal fluency in at least one major Filipino language preferred.
13. A master's degree or PhD in a development related field preferred.
14. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
15. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
16. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: This position directly supervises national staff, interns or volunteers as assigned.

Updated: November 29, 2016