

Country Director, Kenya



CBM Global

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www.cbm-global.org

Recruitment Pack

CBM Global

Our Vision: an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission: fighting to end the cycle of poverty and disability.

Our Values:

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

While the world has been making progress in tackling poverty, people with disabilities are being left behind. CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Driven by Christian values, we seek out and work with the most marginalised in society, irrespective of race, gender or religion, recognising the equal worth of every individual.

Drawing on over 100 years' experience and world-leading expertise in disability-inclusive community development and humanitarian action, inclusive eye health and community mental health, CBM Global works with partners to break the cycle of poverty and disability and build inclusive communities. Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We are deeply committed to the principle of "nothing about us without us", and we therefore work closely with and support organisations of people with disabilities.

CBM Global is made up of CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK with programmes worldwide and Country Offices in Philippines, Bangladesh, Laos, Nepal, Indonesia, Kenya, Zimbabwe, Burkina Faso, Nigeria, Madagascar and Bolivia. CBM Global works in over 20 countries, maximising our impact through long-term, authentic partnership and a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

We draw on learning and evidence from our community work to inform our advocacy hand-in-hand with the Disability Movement at local, national and international levels, including with the UN, to achieve systemic change for people with disabilities. We advise governments, UN bodies and other organisations on how to ensure inclusion in their own organisations, policies and programmes to further amplify our impact.

The Role

Reports To

The *Country Director* will report to the Programme Director.

Job Overview and Core Purpose

The Country Director is responsible and accountable for CBM Global's strategy and operations in Kenya and for delivering the organisation's mission and vision. CBM Global is a dual mandate organisation, practicing and promoting disability inclusion in development and humanitarian contexts. As the leader of the country team, the Country Director has a central and strategic role within CBM Global.

Success requires leading and building a high-performing, diverse team. The successful candidate will inspire and align this team and other internal stakeholders behind a clearly articulated strategy for the country programme; develop and win support for a growing portfolio of programme work, across all three vehicles of change detailed in the organisation's programmatic strategy; and develop strong relationships with internal and external stakeholders that are critical to success.

Based: Nairobi, Kenya. **All applicants must have the right to work in Kenya.**

Hours: Full-time.

Salary: Salary and benefits will be competitive.

Responsibilities and Duties

1. Strategy, relationships and representation

- a) Develop and deliver the country strategy to achieve the CBM Global mission. Align it to the specific country context; CBM Global's dual mandate, the CBM Global Federation strategy, and to the strategies of the thematic areas.
- b) Build and maintain authentic partnerships with stakeholders, in particular with the disability movement, ensuring our work reflects and is responsive to the needs of people with disabilities.
- c) Develop highly constructive relationships with CBM Global Member Teams and Thematic Teams. Mobilise, coordinate their input, and support so that it most effectively supports the realisation of the country strategy.
- d) Represent CBM Global in country. Enhance the organisation's reputation and brand through maintaining positive relationships with other stakeholders, including government, donors, UN bodies, OPDs, INGOs, and local NGOs.
- e) Establish and lead the Country Coordinating Forum and Country Advisory panel. Ensure these bodies add value and fulfil their purpose in line with their agreed terms of reference.

2. Partnerships and programmes

- a) Identify and build relationships with partners who share CBM Global's vision and complement our programme work. Foster a model and approach to partnership that aligns with and supports our partnership principles.
- b) Work with partners to develop and deliver a portfolio of programme work, across all three vehicles of change detailed in CBM Global's programmatic strategy. Champion an approach that embraces CBM Global's Programme Quality Framework; three-way model of collaboration; and partnership with the disability movement.
- c) Identify funding opportunities for CBM Global's work. Actively support fundraising and cost recovery, including fundraising from institutional donors, led by CBM Member Teams. Raise funds from in-country sources.

3. Team leadership

- a) Lead the Country Team. Clearly articulate a compelling vision and direction for the team. Inspire and direct the team towards achieving this vision.
- b) Build a high performing team through management, coaching and mentoring.
- c) Ensure human resource policies and procedures are in place and adhered to.
- d) Take responsibility for safety and security of staff and visitors and ensure compliance with up-to-date SOP's and the Security Plan.

4. Finance and fiduciary responsibilities

- a) Ensure a high standard of financial and budget management and full compliance with CBM Global's finance standards and procedures. Maintain management controls for accountability and efficient use of funding.
- b) Oversee the CBM Global risk management framework at the country office level and regularly update and report on it.
- c) Ensure in-country compliance with all statutory requirements.

5. Advocate, champion and model disability inclusion to promote inclusion of people with disabilities in their communities and in all aspects of society in Kenya.

6. Be accountable for ensuring that all children and adults, who come into contact with CBM's programmes, are safeguarded to the greatest extent possible. Responsible for ensuring compliance to all aspects of the CBM Global Safeguarding policy and associated standards and procedures in Kenya.

Key outcomes expected from this role

1. A clear country strategy agreed and actively supported by all stakeholders.
2. A growing portfolio of programme work that is developed and delivered to an exemplary standard, achieving agreed outcomes and impact.
3. A high performing, agile country team with a culture that reflects CBM Global's values and champions the foundation principles detailed in the Operating Model.
4. Strong financial discipline aligned with CBM Global's standards.
5. CBM Global and its work with partners is recognised in Kenya as a driving force for promoting the inclusion of people with disabilities in their communities and in all aspects of society.

Person Specification

All of the following requirements are **Essential**, unless marked with a * when they are **Desirable**, and will be assessed from a combination of information provided from your Application Form, CV, and interview process.

CBM Global welcomes applicants from diverse backgrounds and people with lived experience of disability.

Experience and knowledge

- A minimum of 5 years' experience at a senior management level in an international development or humanitarian organisation with a track-record of success.
- Proven experience in strategic planning and project cycle management.
- Proficiency and proven experience in financial management, systems and controls, including institutional grant management.
- Proven skills in advocacy with a record of accomplishment in building and managing effective partnerships and strategic alliances and influencing policy change.
- Experience and a track-record of identifying fundraising opportunities; successfully securing grants from donor organisations and of building productive relationships with donors.
- Lived experience of disability and knowledge of disability issues an advantage*.

Skills/competencies/personal qualities

- Outstanding interpersonal, relationship building and employee coaching skills.
- A self-starter. Proactive, resourceful and entrepreneurial.
- Diligent, persistent with a can-do, positive attitude.
- Passionate about effecting change at a global level for and alongside people with disabilities and their communities, with a deep commitment to the vision of CBM Global and sympathetic to our Christian values.

Qualifications, training, and education

- Relevant academic degree (for example, in development, social sciences etc.), and/or equivalent background, qualification, experience.

Employee Benefits

- We offer a flexible and working from home culture.
- As part of its commitment to its work with people with disabilities, CBM Global aims to help successfully employ and retain people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

Useful Information

Shortlisting and Interviews

CBM Global is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process. If you are shortlisted, we will contact you and invite you to attend an online interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity Policy Statement

Our workplace promotes an inclusive and accessible environment that supports all staff to thrive, with provision of reasonable accommodation for employees with disabilities where needed.

We believe that the success of any organisation depends upon its people and their

diverse abilities, skills, languages, cultures, and backgrounds. The greater diversity in the staffing of people with different lived experiences helps promote innovation, creativity, and smarter solutions to the constantly changing environments in which we work.

Employment Checks

CBM Global is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the relevant country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and three references satisfactory to CBM Global.

How to apply

More information about CBM Global Disability Inclusion can be found by visiting the new CBM Global website: www.cbm-global.org

Closing date: Monday 8 February 2021, 09:00 UK GMT time

Please would you:

1. Download and complete the Application Form in English (contained within the advert on <https://www.cbmuk.org.uk/who-we-are/work-for-us/>). There is space on the form to include a cover letter
2. Attach your curriculum vitae in English
3. Email to recruitment@cbm-global.org
4. In the subject line of your email please use the following format:
Family Name First Name: Country Director, Kenya.

We also welcome informal enquiries, which should also be sent to the above email address.