

Managing Director Terms of Reference

1. Introduction

- I. The Managing Director supports the Country Director in providing leadership, strategic direction, and oversight of the programs and operations of Good Neighbors Kenya. She/he is responsible for the overall leadership and management of Good Neighbors Kenya office operational and administrative functions. Working under the guidance of the Country Director, Good Neighbors Kenya Board of Directors, and Good Neighbors Global Partnership Center, the Managing Director defines the organization's strategic vision and is accountable for its implementation and the results achieved.
- II. The Managing Director maintains strong relationships with a diverse range of stakeholders that are important collaborators in Good Neighbors Kenya's mission and activities.
- III. The Managing Director has the responsibility and accountability to set the tone for Good Neighbors Kenya's internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness. She/he must act in the best interests of Good Neighbors Kenya in all contexts and is responsible for ensuring this culture prevails across the organization's employees and contractors.

2. Duties and responsibilities

1) Managing Operation, Finance, Human Resources, and Systems

The Managing Director will:

- i. Operational management
 1. Ensure that Good Neighbors Kenya's organizational structure, operational policies, and other business processes are sound and able effectively to deliver on the strategic objectives defined by Good Neighbors International;
 2. Exercise authority over personnel and human resource matters and further strengthen performance management by tracking key performance indicators across the organization;
 3. Maintain a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent;
 4. Lead the internal management committees as the mechanism for ensuring aligned internal leadership and implementation; and
 5. Effectively manage operational or financial matters to deliver on the mandate of Good Neighbors Kenya, including by seeking additional authority from the Board as may be needed to address risks that arise proactively and effectively.
- ii. Financial and administrative management
 1. Present annual financial budgets for Board approval that link to the organization's work plan, and more routinely throughout the fiscal year, multi-year resource projections for the transparency of Good Neighbors Kenya.
 2. Work closely with the related departments in charge to ensure the overall transparent and effective financial and administrative functions of Good Neighbors Kenya and its assets; and
 3. Oversee the management and implementation of all organizational contracts according to the organization's procurement system and practices that deliver value for money and focus on the primary work of Good Neighbors Kenya.

iii. Official Representation

1. Represent the Country Director and/or Good Neighbors Kenya before any competent authority when delegated by the Country Director.

2) Strategic Leadership and Delivery

The Managing Director will:

1. Operationalize, lead, and monitor the implementation of Good Neighbors Kenya's Mid to Long Term Strategic Plan (MLTSP) and Vision 2030, and ensure the effective implementation of new business models and instruments to deliver on the strategic objectives;
2. Ensure that there are strong fiduciary controls in place to monitor the use of Good Neighbors resources;
3. Effectively manage risk in the portfolio and the Management's operations, including, but not limited to, the development of rigorous management and communication systems to ensure the implementation of and strict adherence to Board decisions and other Good Neighbors Kenya policies in a timely manner; and
4. Ensure meaningful monitoring and evaluation of Good Neighbors Kenya programs and performance and the provision of accurate analysis and routine reporting on the impact and performance of Good Neighbors Kenya's grant portfolio.

3) Partner engagement, working with the Board, and mobilizing resources

i. Partner engagement

To safeguard and continually strengthen the effectiveness, reputation, and profile of Good Neighbors Kenya, the Managing Director will work closely with the Country Director and the management to:

1. Build and maintain effective alliances and operational collaboration with public and private partners, such as governments of implementing countries, United Nations agencies, bilateral donors, non-governmental organizations, the business sector, civil society actors, and communities affected by the three diseases;
2. Represent Good Neighbors Kenya and its work with external stakeholders to build effective partnerships with public and private entities to support the work of Good Neighbors Kenya;
3. Interact with governments at the highest political level to advocate for an appropriate level of national resources to be directed to at-risk populations; and
4. Maintain effective communications with all stakeholders.

ii. Mobilizing and sustaining resources

To support the Country Director in mobilizing public and private sector donors to support the mission of Good Neighbors Kenya, the Managing Director will:

1. Provide strategic guidance for resource mobilization.
2. Oversee and advance the development of new funding streams for Good Neighbors Kenya, broadening the donor base and encouraging increased investment in programs through local fundraising;
3. Ensure the highest level of confidence among public and private donors in Good Neighbors Kenya operations;
4. Engage with other regional groups of implementing and non-implementing countries, communicating Good Neighbors Kenya's purpose and aiming to secure their support.

5. Working with the Board in its strategic leadership of the organization.

3. Candidate Profile

1) Knowledge and Experience

- Track record as senior managers of complex and internationally diverse organizations;
- Track record in building and strengthening a strong aspirational organizational culture based on Good Neighbors International values;
- Success as builders of mutually supportive multicultural teams;
- Leadership of organizations operating in changing global contexts;
- Exposure to a range of partnership models in both financing and delivery of programs;
- Sensitivity to issues relating to HR management, diversity, gender equity, and human rights internally and externally;
- Fluency in English is essential, and proficiency in the major donor language, that is, Korean, is highly desirable;
- Credentials in the creation and cultivation of successful partnerships with governments, civil society actors, and the private sector;

2) Competencies

The core competencies required for the role are:

- Exceptional management skills in people, finances, and systems, with a proven capacity to motivate and lead a multi-disciplinary management team to achieve organizational goals according to a risk-aware implementation framework;
- Team-building ability, the capacity to instill a culture that values measurable achievement, mutual support, and compliance with organizational processes;
- An ability to make difficult decisions when required on organizational development, balanced by experience in constructive engagement with staff on change management processes and their value to the organization as a whole;
- A facilitative approach that enables effective delivery with and through partner organizations.
- A strong analytical mind and the ability to grasp the nature and direction of Good Neighbors strategy and help shape it in the future;
- An appreciation of the issues facing partners in implementing countries and opportunities that exist to alleviate barriers to the successful implementation of national programs;
- A clear focus on organizational goals amid multiple competing risks and demands, and a capacity to prioritize effectively in order to deliver results.
- Strong public speaking and influencing skills;
- Presence, gravitas, humility, and empathy in dealings with partners from a variety of backgrounds;
- An ability to engage and operate effectively at the highest political levels;
- Understanding of and an ability to strategically lead resource mobilization activities
- Strong interpersonal skills;
- Role model of ethical standards and integrity;
- Familiarity and ease with a variety of cultures and comfort with diverse groups;
- Strength of personality and robustness of intellect;

- Sound judgment combined with humility and a focus on personal development and continued learning.