

Practical Action

BOLIVIA DIRECTOR

ABOUT THE ROLE

The Country Director is responsible for leading and driving the country programme. This is a multi-faceted role, focused on securing adequate funding to sustain operations, upscale and strategically strengthen the country programme while ensuring compliance and high-quality delivery. The Country Director must be well informed about national and international development priorities and will identify and build the approaches, programmes, partnerships and funding relationships that will enable Practical Action to deliver the highest impact against our mission. This will include developing and testing ingenious approaches to address systemic challenges, demonstrating and learning what works, and inspiring others to adopt successful approaches at scale. The Country Director will forge partnerships and alliances between Practical Action and important national actors and stimulate collaboration for impact in Practical Action's thematic sectors. The Country Director will be the face of Practical Action in the country and ensure its positive image and visibility.

The Country Director will need to provide strong hands-on guidance and management at all levels to enable staff to perform in compliance with the organization's policies and guidelines, national and international laws and policies. The Country Director will lead the country team by ensuring a conducive work environment; one that fosters a culture that is inclusive and diverse. The Country Director will coach and support a team of professionals to perform at their best to meet and exceed client, donor and Practical Action's corporate expectations. The post-holder will be a dynamic, exemplary leader with the drive and experience to manage change and achieve impact through a focus on quality, results-centred delivery and accountability. This will include sound financial management and controls that mitigate risk and ensure that our business model is viable. The postholder will have demonstrated experience of managing and mentoring high performing teams and promoting a culture of excellence and professionalism in all we do.

The Country Director is also a member of Practical Action's extended leadership team, contributing to shaping the group's overall strategic direction and leading on specific global pieces of work. We expect all our teams, and especially our leaders to have a strong commitment to Practical Action's vision, mission and values and ensure the protection of children and vulnerable adults with whom we work.

SCOPE

Title	Bolivia Director
Reports to	LATAM Director
Direct reports	Head of Programmes, Head of Finance, People & Culture, Communications Specialist, and matrix manages Thematic Leads
Relationships	External Partners; Regional & Country Directors; UK Teams especially International Operations, Practical Action Consultancy & Communications, Finance, Fundraising and People & Culture.
Budget scope	Oversight of a growing country programme portfolio approx. £ 1 million per annum
Location	Bolivia
Travel	Mostly internal, some international; approximately 6 - 8 weeks per annum

ACCOUNTABILITIES

Strategic Leadership

Provide strategic leadership of all Country Office programmes within the overall parameters of Practical Action's global strategy.

Ensure that systems and other strategic analysis leads to identification of most impactful roles and partnerships to achieve our mission in Bolivia. Ensure that this leads to high quality propositions for programmatic and partnerships.

Maintain good understanding of external context and seek and foster opportunities for bold collaboration for work in Bolivia, and link to work in other countries to maximise our global impact.

Collaborate with other Practical Action countries to effectively exploit opportunities for synergy, deliver at scale (including multi-country projects), exchange knowledge and strengthen Practical Action's position.

Lead the Senior Management Team in Bolivia to implement and monitor viable strategic and business plans based on entrepreneurial ways of working to achieve impact against Practical Action's mission.

Take time to build team capabilities related to promote an organisational culture of achieving change at scale, beyond our direct work, by influencing project designs.

Demonstrate and model strategic leadership qualities and behaviours at all times to foster a culture that values collaboration, dynamism, accountability, transparency and learning.

Contribute to setting, guiding, and monitoring Practical Action's global strategic direction and priorities taking into consideration global trends and our capacities, opportunities and risks.

Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled through the leadership team

Ensure that we apply our best practice through our Programme Quality & Deliver framework, using systems analysis, designing for impact and integrating gender, to achieve sustainable impact at scale.

Ensure the adoption of gender transformative approaches in country strategy and delivery.

Nurture a culture of strategic and purposeful learning across the team to continuously improve our work and inspire others to adopt models that are proven to work.

Foster the innovation of Practical Action activities, facilitate learning, and evidence-based knowledge development in collaboration with the global team and other partners; ensuring collaboration with renowned knowledge institutes and networks.

Business Development and Nurturing Relationships

Contribute with business development activities in the country by providing support for context analysis and high-quality project design.

Foster and lead relationships with partners, commercial clients and development donors that support our fundraising strategy, for both programmes and consultancy work. This will require external-facing representation, networking, visibility, creativity and engagement.

Represent Practical Action in Country, building our profile and relevant partnerships, and maintain excellent relationships with donors, partners, local governments, businesses, policymakers and other relevant stakeholders.

People, Capabilities and Leadership

Strong and supportive leadership and management of the country team: creating and nurturing an environment that supports high performance, learning and teamwork at all levels.

Create and nurture a culture of collaboration, ingenuity, and engagement with high standards of accountability and performance for maximum impact; measuring success through the employee engagement survey.

Undertake business planning to identify the capabilities, accountabilities and structures needed to deliver strategy and ensure that resulting plans are appropriately funded.

Develop an effective approach to people and performance through Practical Actions' Be Your Best (appraisal) process to create strategic alignment of individual objectives, offer focus and feedback on performance and encourage professional learning and growth.

Promote activities that enable leadership development for the strategic needs of today and the future.

Implement and maintain safeguarding practices relating to our people, partners, programmes and communities in accordance with our global Safeguarding policies and frameworks to create a culture in which safeguarding risks are mitigated and where people feel safe to report concerns.

Manage effective approaches to recruitment and reward in accordance with global standards to ensure that we recruit and retain the skills needed for strategic success in a fair and transparent way.

Create an inclusive and equitable working environment in which everyone is accepted and respected, regardless of differences and where everyone's contribution is valued and respected. Be a role model of Practical Action values for Bolivia staff, ensure a good working environment and promote a good life-work balance.

Delivering Performance

Oversee and quality assure project implementation ensuring the delivery of impact to the satisfaction of key stakeholders and compliance with Practical Action and donor financial standards and monitoring protocols.

Ensure that the delivery of programmes, influencing and knowledge work in Bolivia is effective, efficient, timely and compliant with our policies and procedures and those of donors, clients and Government.

Ensure the financial viability and proper financial management at all times, working with LATAM and UK teams to identify and mitigate any financial risks.

Identify, mitigate and manage operational risks and ensure proper functioning of controls in business development, finance, HR, logistics/procurement, administration, communications, reporting and M&E.

Be accountable for monitoring, achieving and reporting on global KPIs, impact and project indicators, promoting a culture of continuous learning to improve accountability and impact.

Be accountable for findings and recommendations from evaluations and actively promote their use in improving the quality of and learning from our programmes.

Be accountable for all audit findings and ensure that recommendations are implemented.

Be accountable for overall safety & security management, ensuring that policies and procedures are consistently applied. Be the main focal point on security and safeguarding for any kind of PA work in Bolivia.

Be the legal representative of Practical Action in Bolivia.

Strengthen Organisational Profile

Actively inform and communicate the impact of our work in Bolivia, externally and internally. Both, quantitatively, based in a strong MEL, and qualitatively, through specific stories of impact.

Actively enhance Practical Action's visibility and impact through strategic partnerships, representation, communications and engagement with government, non-government, and private sector actors, as well as the media.

Ensure that all our endeavours accrue maximum benefit to enhance Practical Action's local and global reputation and brand awareness.

Manage Practical Action's reputation, combining global and local reputational perspectives to identify and manage challenges and risks.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

Experience & Knowledge

Significant experience in the development field including at a senior management level.
Experience of developing and leading ambitious, viable strategies.
Excellent knowledge of the Bolivia context, ideally related to energy, agriculture, and climate & resilience.
Proven track record of leading portfolio growth.

Essential

Experience of managing a high performing team to achieve results and ability to drive change processes, bringing people along on the journey
Proven track record of managing multi-million-pound portfolios, ensuring business viability, compliance, delivery, and controls.
High calibre representation and leadership in partnership building.
Cultural sensitivity and ability to effectively lead a diverse team.
Ability to manage multiple responsibilities and to set priorities.
Proven ability to make sound and courageous decisions.
Ability to work collaboratively and play a global leadership role.
Excellent written & verbal communications skills: Spanish and English.
A sound understanding of and commitment to gender equality.
Commitment to Practical Action's vision, mission, and values.
Ability to travel up to 8 weeks per year.

APPLICATION

If you are interested in this position and meet the requirements, please send your CV with a letter of intent indicating why you consider yourself a suitable candidate for this position. Include your salary expectation and three professional references.

Please name the documents as follows: "CV_Name_Surname" (CV) and "LI_Name_Surname" (letter of intent), and send both documents to postulantes@practicalaction.org with the subject "Bolivia Director" before the 19th of August 2024.

Practical Action is an equal opportunities employer and we encourage applications from under-represented groups. We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected and valued we give everyone working with us the opportunity to achieve their full potential.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.