



GLOBAL EMERGENCY CARE

Country Director

Job Description

January 2021

Summary

Global Emergency Care is a registered NGO in Uganda and a registered nonprofit organization in the United States. GEC has been dedicated to building universal access to emergency care in Uganda since 2007, making GEC the longest standing partner in Uganda's effort to build emergency care. GEC's innovative model - the Emergency Care Practitioner program - is designed to rapidly and sustainably scale up the local emergency care workforce, increasing access to lifesaving medical care across Uganda.

The core of GEC's work has been built on collaboration with partners in Uganda, which has allowed us to develop a contextually appropriate model for emergency care delivery. Together, we have developed a model that utilizes task-sharing to train nurses and clinical officers to be independent practitioners of emergency care as a foundation of the emergency care system, allowing patients to receive emergency care at facilities close to home. Since most death and disability in Uganda is due to common diseases that have inexpensive, widely available treatments, task-shifting offers an affordable, scalable solution that will significantly impact patient outcomes and save countless lives.

Purpose

The Country Director (CD) will have overall strategic and operational responsibility for Global Emergency Care's staff, programs, and execution of its mission. The CD is responsible for overseeing the administration, programs, and implementation of the mission of the organization. Other key duties include developing strategic partnerships, fundraising, marketing, and communications.

Accountability

The Country Director is a full-time position that reports directly to the Executive Director (ED) and the Board of Directors.

Relationships

The Country Director serves with the Executive Director and the Board of Directors to develop and maintain relationships characterized by vision, trust, transparency, education, dignity, cooperation, and openness. These relationships extend to the partners, stakeholders, clients, students, employees, and contractors of Global Emergency Care both in Uganda and abroad.

Evaluation and Term

The Country Director's service will be evaluated annually. The term of this position is indefinite.



GLOBAL EMERGENCY CARE

Primary Duties and Responsibilities

Leadership

- Participate with the ED and the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the ED and the Board of Directors of internal and external issues that affect the organization
- Foster effective teamwork with the Board and the ED and between the ED and staff
- Act as a spokesperson for the organization and its programs

Operations

- Ensure that the operation of the organization meets the expectations of its clients, Board, and Funders
- Oversee the efficient and effective day-to-day operation of the organization's operations in Uganda
- Draft policies for the approval of the ED and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the ED as appropriate
- Provide support to the ED by preparing meeting agenda and supporting materials

Programs

- Oversee the planning, implementation, and evaluation of the organization's programs
- Ensure that the programs offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs of the organization to maintain or improve quality
- Oversee the planning, implementation, execution, and evaluation of special projects

Finances

- Oversee all financial aspects of the organization, including the development of, and adherence to the annual budget
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the ED and the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Work with the Board to secure adequate funding for the operation of the organization via grants, fundraising, and partnerships

Development/ Fundraising

- Research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the revenue of the organization
-



GLOBAL EMERGENCY CARE

- Maintain and expand revenue generating and fundraising activities to support existing program operations and planned expansions, including fundraising campaigns and donor management activities
- Establish good working relationships and collaborative arrangements with funders, donors, potential donors, and other organizations to help achieve the goals of the organization

Communications/ Marketing

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Maintain, enhance, and implement internal and external communication strategies
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Use external presence and relationships to garner new opportunities

Human Resources

- Responsible for hiring, supervising, and evaluating GEC staff, including interns
- Oversee all management functions, including but not limited to employment contracts, legal issues, and insurance concerns
- Manage and enhance a strong volunteer program to augment the mission of GEC

Qualifications

The candidate must have a passion for the mission of Global Emergency Care, unquestioned integrity, a strong sense of accountability, and a long-term perspective. The ideal candidate has a track record of exercising good judgment, and has a practical ability to get things done. S/he brings a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives. Essential qualifications also include:

- Prior executive level experience as a successful leader, including a proven track record of growing organizational capacity and programmatic impact.
 - A Master's degree in public, nonprofit, or business administration or management, behavioral health or another related field preferred. Bachelor's degree required.
 - Experience with programmatic issues relevant to Global Emergency Care, such as emergency care provision and development, access to healthcare, workforce development, capacity building, and public health.
 - Experience with strategic partners to Global Emergency Care, like the Emergency Care Society of Uganda, Mbarara University, and the Ministry of Health.
 - Experience building multi-year strategic plans and prioritizing initiatives that lead to measurable results
 - Demonstrated success in building relationships with public sector officials (Ministry of Health preferred), private sector partners, funders, NGO partners operating in Uganda, and other diverse stakeholders to foster broad community support.
 - Experience managing projects across multiple different departments and stakeholders
-



GLOBAL EMERGENCY CARE

- Experience in fostering an environment of mutual accountability and collaboration, healthy work relationships and partnerships, and inclusivity among organizational staff in order to maintain a positive and collaborative work environment.
- Proven abilities and experience in fiscal oversight and working with the Directors and Boards to develop and approve complex budgets
- Excellent written and verbal communication skills

Location

The Uganda Country Director position is based in Masaka, Uganda. There will be in-country travel required plus potential opportunities for international travel.

Compensation

GEC offers a competitive benefits package. Salary is commensurate with experience.

How to Apply

Please submit a cover letter and CV/ Resume to info@globalemergencycare.org. Please be sure to put your name in the subject header of the email.

Applications will be accepted until 11:59pm on 10 February 2021 East Africa Time.
