



GRI – Zambia Country Director

General Overview

The GRI - Zambia Country Director will assume overall responsibility and oversight of all GRI Zambia based operations, including personnel, projects communications and activities. During the initial six months, the Country Director will support and work in close partnership with the GRI CEO, as part of the hand over process.

Ultimately the GRI - Zambia Country Director will have full responsibility for the implementation of the GRI – Zambia Annual Work Plan and Budget. He/she will ensure on going sustainability of all GRI – Zambia Projects and activities, in alignment with the GRI - Zambia Strategic Plan.

In accordance with GRI's policies, procedures and values the GRI - Zambia Country Director will be responsible for ensuring good governance, transparency and accountability at all levels.

As the senior member of the GRI – Zambia Management Team, the Country Director will work closely with the CEO to nurture and strengthen relationships with new and existing donors, as well as all GRI – Zambia stakeholders, including the Department of National Parks and Wildlife Management and other government institutions and as such is expected to represent the organisation in a professional and appropriate manner at all times.

Reports to the GRI – CEO.

The role includes but is not limited to the following responsibilities:

1. Support to the GRI – Chief Executive Officer

- i. Work closely with the GRI – CEO to help develop and fine tune the on-going evolution of GRI – Zambia, which shall serve as a scalable and replicable model of success (a 'conservation franchise') for roll-out into other countries.
- ii. Maintain regular updates with the GRI – CEO in relation to the on-going implementation of the Annual Work Plan and Budget.
- iii. Work closely with the GRI – CEO in relation to the development of the GRI – Zambia Strategic Plan.
- iv. Liaise with the GRI – CEO to plan and host quarterly GRI – Zambia Trustee meetings.

2. General Management & Administration

- i. Maintain overall responsibility and oversight of all general management and administration duties in relation to GRI – Zambia.
- ii. Undertake regular field visits to project sites to maintain an up to date understanding of all conservation related successes and challenges.
- iii. Ensure projects are meeting targets and objectives set within the Annual Work Plan and Budget and are being managed in accordance with all GRI – Policy and SOPs.
- iv. Ensure compliance with all GRI Statutory Obligations, at all times, including all relevant Company and NGO registrations as defined and required by law.
- v. To build a strong and reliable administrative team that is able to adequately support the administration needs of GRI – Zambia.
- vi. Provide on-going support to strengthen the capacity of all members of the administrative team.

- vii. Where appropriate and in accordance with GRI – Policy, to act as an Accountable Entity for the signing of legal and financial documents.
- viii. Liaise closely with members of the GRI – Zambia Board of Trustees to ensure Good Governance of GRI- Zambia at all times.

3. Financial Management

- i. Maintain overall responsibility and oversight of all financial management within GRI – Zambia in accordance with the GRI – Financial Management Policy and SOPs.
- ii. Ensure that all financial transactions within GRI – Zambia are in alignment with the Annual Work Plan and Budget.
- iii. Liaise closely with all projects and departments within GRI – Zambia to ensure that a viable Annual Work Plan and Budget is prepared in a timely manner.
- iv. Undertake regular financial reviews and cashflow forecasts to mitigate financial risk and exposure to GRI – Zambia.
- v. Liaise closely with the Accountant and Bookkeeper to ensure the GRI – Zambia Books of Account are prepared and available for audit on an annual basis.
- vi. Ensure that GRI - Zambia remains compliant and up to date with all statutory requirements.
- vii. Liaise closely with the Accountant to ensure that all Financial Reports and Analysis, as may be required by the CEO, Trustees and or donors are submitted in a timely fashion.
- viii. Ensure that GRI remains compliant with all donor specific financial monitoring systems and expenditure controls.

4. Data Management

- i. Maintain overall responsibility and oversight of all Data Management & IT within GRI – Zambia, in accordance with the GRI – Data Management & IT Policy and SOPs.

5. Human Resources Management

- i. Maintain overall responsibility and oversight of all Human Resources within GRI – Zambia in accordance with the GRI – Human Resources Policy and SOPs.
- ii. Support the HR Manager with external labour related organisations such as the Ministry of Labour, Home Affairs or Trade Union representation.
- iii. Undertake regular and programmed appraisals of Senior Management Team & Technical Advisors.
- iv. Random participation in general staff appraisals.
- v. Ensure that all international staff are in possession of the required legal paperwork to be employed, or contracted in Zambia, including volunteers and interns.
- vi. Ensure that all persons representing GRI – Zambia are aware of and respectful of all political, cultural and traditional sensitivities.
- vii. Endeavour to nurture a positive and empowering team spirit within GRI – Zambia at all times.

6. Income and Fundraising

- i. Maintain overall responsibility and oversight of all income and fundraising activities within GRI – Zambia, in accordance with the GRI Income & Fundraising Policy and SOPs.
- ii. To build a strong and competent Fundraising Team that is able to support all the unrestricted and restricted funding needs of GRI – Zambia.
- iii. To ensure that the Project Managers are liaising with the Fundraising Team in order to submit Grant Applications, Grant Reports and all relevant data to bona-fide donors in a timely fashion.

- iv. To ensure that all funding coming into GRI is originating from a known and trusted source – Know Your Customer (KYC).
- v. To ensure there is adequate emergency funding held within the Trustee Account for emergencies and other unforeseen eventualities.
- vi. To promote the accumulation of adequate unrestricted revenues to cover lean times and funding shortfalls which may arise within the various projects from time to time.
- vii. To encourage and lead all staff within GRI – Zambia to actively participate in all GRI fundraising events as and when required.
- viii. To ensure that any fundraising activity is efficiently and effectively reported to relevant donors and partners.
- ix. To ensure that all donors and supporters of GRI are thanked and appreciated in a sincere and timely fashion.
- x. Liaise closely with the GRI – CEO in relation to the establishment of any income generating (commercial) projects.
- xi. Build a robust Volunteers Programme which meets the needs of the projects and supports the unrestricted funding requirements of GRI – Zambia.

7. Communications and Public Relations

- i. Maintain overall responsibility and oversight of all Communications and PR emanating from within GRI – Zambia, in accordance with the GRI Communications & PR Policy and SOPs.
- ii. To build a competent Communications and PR Team that is able to adequately service the communications and public relations needs of GRI – Zambia and its donors.
- iii. Ensure that the Communications and PR Team are adhering to agreed Communications Plans with the various donors.

8. Vehicles and Assets

- i. Maintain overall responsibility and oversight of all vehicles and assets within GRI – Zambia, in accordance with the GRI – Vehicles and Assets Policy and SOPs.

9. Donors, Partners and Stakeholders

- i. Liaise closely with the CEO, as well as projects and departments in order to nurture and strengthen relationships with all existing donors, partners and stakeholders.
- ii. To actively seek and build relationships with new donors, partners and stakeholders who will be beneficial to the Aims and Objectives of GRI - Zambia.
- iii. To ensure that all donors, partners and stakeholders feel adequately engaged and reliably informed in relation to their support and engagement with GRI – Zambia.
- iv. To identify, maintain and develop key strategic relationships with critical stakeholders (such as DNPW) in Zambia and abroad, as may be required.
- v. To support and participate with donor visits to GRI – Zambia as required.
- vi. Liaise with the GRI - CEO prior to the sign off of any and all Technical Partnerships, MoUs and Agreements, which may impact the Strategic or Tactical planning within GRI – Zambia, or GRI as a whole.

10. Risk Mitigation: -

- i. Maintain overall responsibility and oversight of Risk Mitigation in GRI – Zambia in accordance with the GRI – Risk Mitigation Policy and SOPs.
- ii. Ensure that GRI – Zambia has adequate Public Liability cover.
- iii. Ensure that regular Risk Assessments are undertaken and where possible adequate Health & Safety measures have been implemented to mitigate risk.
- iv. Ensure that all persons entering or working within GRI – Zambia have signed an Indemnity Form.

Perks and Benefits

- i. Annual Gross Salary – TBC
- ii. Full Medical cover (SES Gold+)
- iii. Return Annual Flight
- iv. Company Car
- v. Thirty Days Annual Leave + Public Holidays