

## **Helen Keller Intl Job Announcement**

### **Country Director, Sierra Leone** *(Freetown, Sierra Leone)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

We are currently seeking a Country Director (CD) in Sierra Leone to represent Helen Keller, develop new programs, expand our programming and scale, and lead the country office and its programs in a manner that reflects our mission and values and ensures technical excellence in the delivery of all activities.

The CD provides strategic leadership and develops action plans that further Helen Keller's mission and are locally appropriate in the Sierra Leone context. They have overall responsibility for ensuring technical and operational excellence in the delivery of all activities in the country office portfolio to achieve the objectives established in grants and strategic plans and actively working to expand funding for activities in line with Helen Keller's mission and local needs.

This is a local recruitment for Sierra Leone nationals only. The position is based in Freetown and requires regular travel to project sites.

#### **Country Program Overview**

Helen Keller's Sierra Leone country program has a strong health and nutrition focus, with programs aimed at combating neglected tropical diseases, expanding access to quality eye care - including cataract surgery to prevent avoidable blindness - improving the health of mothers and young children, and promoting improved nutrition through nutrition-sensitive agriculture. We take a food systems approach to nutrition, addressing the broader ecosystem that shapes diets and nutrition outcomes. Through these efforts, we seek to improve access to diverse and nutritious foods while strengthening community resilience.

We advocate for gender-transformative approaches and aim to make health services more responsive to their clients, particularly women, young children, and adolescents. To improve long-term resilience and sustainability, we focus on strengthening local capacity, reinforcing preventive and curative care services, and motivating positive behavior change at household and community levels. Through these integrated efforts, we aim to sustainably improve nutrition outcomes, eye health, and overall well-being.

## **Functional Relationships**

The CD reports directly to the Zonal Director for the Sahel (Burkina Faso, Mali, and Niger), West and Central Africa, and leads the Country Management Team (CMT). They directly supervise a team of professional level staff, work closely with colleagues at all levels of Helen Keller’s global management structure, and may be called upon to participate in global working groups or steering committees.

Within the management structure, the CD holds primary accountability for country-level strategy, operations, partnerships, and performance. The role directly supervises a team of professional-level staff across key functions including program delivery, finance, operations, people and culture, and monitoring, evaluation, and learning—ensuring that the Minimum Viable Structure is in place and high-functioning in each country.

The Country Director collaborates closely with Helen Keller’s Global Centers and Functions, which provide global policy guidance, technical assistance, and operational support in areas such as program impact, employee experience, finance, legal and risk, strategic partnerships, branding and communications, and data systems. The CD is responsible for integrating relevant tools, policies, and support from these centers to enhance the quality, efficiency, and compliance of country programs, while advocating for country needs and contributing to global learning loops.

As a key representative of Helen Keller Intl, the CD builds and maintains strong relationships with government authorities, local and international NGOs, universities, civil society actors, private sector partners, multilateral agencies, and donors. The CD represents the organization in external forums, promoting visibility, partnership, and influence in national and regional development dialogues.

The Country Director may also be called upon to contribute to organization-wide initiatives, global working groups, or steering committees, bringing a country-level perspective to shape institutional strategy, policy, and innovation.

## **Key Responsibilities**

### **Strategic Leadership and Representation**

Provide strategic vision and direction for overall program design, implementation, and proposal development; work closely with the country team to accomplish the strategic goals.

- Lead and oversee all aspects of the implementation of country programs and management of the country office.
- Represent Helen Keller in formal and informal meetings with government officials, international donor agencies, and national technical advisory groups pertinent to Helen Keller for project activities.
- Advocate for enabling policy environments and systemic change in support of Helen Keller’s mission.
- Identify and drive opportunities for growth, innovation, and impact within the country portfolio

- Identify opportunities and generate funding from international and bilateral agencies, and donor agencies.
- Lead proposal development and strategic positioning efforts in collaboration with the Center for Strategic Partnerships and regional leadership.
- Serve as a thought leader and organizational ambassador, contributing to global policy, strategy, and innovation initiatives.
- Represent the country perspective in Helen Keller’s global working groups, steering committees, and communities of practice.
- Contribute to cross-country collaboration and peer learning to drive excellence across the organization.

### **Programmatic Development and Management**

- Oversee and coordinate the program portfolio to ensure the highest level of project quality and accountability, while fostering continuity through building local capacity.
- Provide technical input to the government, international donors, and technical advisory groups pertinent to Helen Keller for project activities.
- Promote adaptive management through robust Monitoring, Evaluation, and Learning (MEL) systems, in collaboration with the Center for Program Impact and the Center for Data, Technology, and Systems.
- Ensure safeguarding measures are integrated into program design and implementation at all levels.
- Foster a culture of innovation, evidence generation, and continuous improvement within and across country team
- Champion integration of safeguarding measures are integrated into program design and implementation at all levels.
- Supervise research activities, ensure dissemination of findings, and support policy development based on evidence.
- Ensure that projects align with the needs of communities and national health policies.
- Build and foster program continuity and strengthen systems for long-term impact.
- Maintain regular communication with national partners, donors, and stakeholders to share progress, challenges, and future plans.

### **Operations and Finance Management**

- Oversee financial management, including strategic budgeting, forecasting, and compliance with donor and organizational policies, in coordination with the Center for Finance.
- Ensure robust operations and administrative systems, including procurement, logistics, and asset management.
- Implement effective risk management frameworks and internal controls in line with guidance from the Center for Legal, Risk Management, and Compliance.
- Monitor and manage organizational performance through clear balanced score card indicators, dashboards, and integrated performance systems.

### **Human Resources and Team Leadership**

- Lead, mentor, and support the Country Management Teams (CMTs) in the country to build inclusive, high-performing teams.

- Ensure implementation of fair recruitment, performance management, and staff development practices in collaboration with the Center for Employee Experience.
- Promote a strong organizational culture rooted in Helen Keller's core values: integrity, rigor, courage, and compassion.
- Foster leadership pathways for staff and promote succession planning.

### **Security, Risk, and Compliance Management**

- Maintain a comprehensive understanding of the security, political, and operational context in both countries.
- Ensure proactive risk assessment and contingency planning, including crisis preparedness and staff safety protocols.
- Ensure full compliance with organizational policies, donor regulations, and relevant national laws.
- Embed robust feedback loops and accountability mechanisms to promote transparency and responsive decision-making.

### **Other Duties**

This job announcement is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

### **Required Qualifications and Competencies**

- Minimum ten years of field experience in public health and/or nutrition programs, including demonstrated experience in program management (including design, implementation, and evaluation), plus a minimum master's degree in public health, nutrition, development or related field, or equivalent combination of education and experience.
- Technical knowledge in an area related to Helen Keller's mission and programs.
- Experience managing all aspects of program and operations management with demonstrated experience and ability to:
  - lead program development and management, and strategic planning;
  - supervise key administrative, procurement, and logistics functions;
  - supervise financial management, develop and create budgets monitor financial status, and hold budget owners accountable;
  - manage compliance with diverse donor requirements;
  - integrate safeguarding measures;
  - supervise safety and security in a challenging operating environment; and
  - lead and manage people.
- Proven track record in developing and executing strategic plans, securing donor funding, and expanding programmatic impact.
- Demonstrated ability to:
  - undertake high-level representation and advocacy; and
  - mobilize program funding including donor cultivation and write proposals.
- Experience working in Sierra Leone, with Ministries, international and local NGOs, and donors based locally, is a substantial asset.

- Familiarity with and experience promoting health systems strengthening and ensuring the sustainability of program activities in developing contexts is strongly desired.
- Experience in designing and implementing workshops, seminars, surveys, monitoring systems, and evaluations.
- Experience in research design, data analysis, and interpretation.
- Proven ability to lead change in complex organizations and manage multiple priorities across different geographies.
- Experience with decentralized management structures and collaborative, matrixed models involving technical centers or global support units.
- Excellent interpersonal and communication skills, including the ability to effectively lead a team, communicate a vision, make timely and transparent decisions, and manage conflict.
- Very good oral and written English language skills, including the ability to quickly synthesize complex technical and programmatic issues into concise communications.
- Well-established and practiced organizational and planning skills;
- Computer literate in the use of word-processing, spreadsheet, and statistical software.
- Collaborative, flexible, and solution oriented. An ability to maintain balance when under stress.
- Ability and willingness to:
  - flex work hours to accommodate multiple time zones, as needed.
  - travel within Sierra Leone and, periodically, internationally.

### **Fairness, Belonging and Zero Tolerance to Abuse**

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include rigor, compassion, integrity, and courage.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org). Applications will be accepted until the position is filled.

*In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.*

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.