

Mozambique Country Representative

Position: **Country Representative**

Based in: **Maputo (75%) with periodical coordination missions to Zambezia (25%)**

Reporting to: **COSV Focal Point for Mozambique**

Length of Contract: **1 year extendable, starting from January 2025**

Deadline for application: **30/11/2024**

Responsibility

Under the supervision and in collaboration with COSV Focal Point for Mozambique and in cooperation with the relevant staff members, the Country Representative will be responsible of contributing to the development of COSV strategy in the Country.

Position Profile

- Strategy and planning: contributes to the strategic planning and organizational development of COSV in the Country.
- In-country legislative procedures: overall responsibility for complying with the in-country legislative procedures including but not limited to the registration of COSV, the mission funds management, bank accounts, residency and work permits of the staff.
- Country office management: is responsible for all different aspects related to the country office management, such as economic and financial situation, local regulations, office organization charts, logistics, local and expatriate personnel management, in conformity with the organization's guidelines. Guarantees the respect of the country's legislation and administrative regulation.
- Economic and financial management: is responsible for the country's economic result. Supervises the financial management and ensures that all financial reporting deadlines and donor/COSV procedures are respected. Participates to the projects/coordination budget preparation. Has the signature for COSV bank accounts in the country.
- External relations: develops and maintains close and good collaboration with Local Authorities and Institutions, Donors, International Agencies, NGOs and other stakeholders. Establishes and maintains collaborative relations.
- Programme extension: coordinates and leads the elaboration, writing and documents' preparation for presenting new projects; ensures that project proposals, concept papers and budgets are drafted and submitted on time.
- Procedures: coordinates and monitors the projects, guaranteeing the correct implementation in conformity with the contractual obligations and donors' procedures, and in line with COSV procedures and management standards.
- Reporting: Is responsible to supervise the preparation of projects reports and all the monitoring documents requested; Ensures the timely transmission of all official and administrative project documents to the central headquarters.
- Visibility: contributes to the development strategies for communication, advocacy, fundraising, outreach with the relevant staff.
- Human Resources: supports team members professionally and monitors and supports stress management; maintains good inter-team communications, /dynamics, and takes suitable action when problems occur.

Requirements:

- At least 4 years of work experience in a similar position with an international organization. Work experience and knowledge of Mozambican context and socio-economic environment.
- Proven experience with AICS, UN, and EU-funded projects is a strong asset;
- Strategic capacity to assess risks and needs from a variety of sources;
- Ability to combine information from a wide range of sources to inform programming and pursue advocacy opportunities.
- Ability to exercise good political judgment, thorough analysis and diplomacy;
- High interpersonal skills with a strong attitude towards problem solving and team work;
- Excellent knowledge of written and spoken Portuguese and English;
- Understanding of equal opportunities, cultural diversity and gender issues.

Application

Interested candidates meeting the above described qualifications should send their CV with a short cover letter by 30/11/2024 to hr@cosv.org specifying **MOZ Country Representative/LNM** in the email subject
Please note only shortlisted candidate will be contacted