Job Description and Person Profile
Deputy Country Director & Head of Programs (Afghanistan)

Background

Turquoise Mountain is a British charity that was founded in 2006. We believe artisanal heritage matters and has the power to transform lives. We support artisans to thrive and to revitalize traditions in regions of the world where artisanal heritage is endangered, and to connect people through heritage.

Turquoise Mountain is a fast-growing organization with offices in Afghanistan, Myanmar, Saudi Arabia, and the Levant, and with over 400 international and local staff members worldwide. We combine a cultural heritage focus with a wide scope of activities; we support artisans to thrive and to revitalize their traditions by any means necessary, and to connect people across the world through heritage.

Turquoise Mountain in Afghanistan is currently implementing cultural heritage and economic empowerment programs on behalf of USAID, the State Department, and ALIPH. We also recently worked with the Qatar Fund for Development. These programs focus on built heritage and crafts such as calligraphy, ceramics, jewellery-making and gem-cutting, woodworking, and carpet weaving (we are particularly active in the latter). We would like to strengthen our support for artisans in each of these craft types (from education through to business support) as well as expand our support to include other crafts such as embroidery and tailoring. We are supporting 3900 beneficiaries across Kabul, Balkh, Jawzjan, and Bamiyan Provinces and exploring expansion into other provinces with established craft and heritage traditions.

We are looking for a Head of Programs who can work with the Country Director to not only manage our existing donor-funded programs (and attract new funding) but to lead the strategy for our artisan and heritage support in Afghanistan, ensuring we very much deepen our support in the crafts and heritage traditions we already work in whilst at the same time looking to expand the number of traditions we work with as well as geographically. This requires the ability to combine high-level strategic thinking and vision with the attention to detail and organizational skills needed for successful programme and project management.
### Job Description

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<th><strong>Job Title</strong></th>
<th>Deputy Country Director &amp; Head of Programs</th>
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<tr>
<td><strong>Department</strong></td>
<td>Afghanistan</td>
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<tr>
<td><strong>Location</strong></td>
<td>Kabul</td>
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<td><strong>Reports to (Line Manager)</strong></td>
<td>Country Director</td>
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#### Job Purpose Summary

The Deputy Country Director & Head of Programs leads TM Afghanistan’s programs across built heritage, business development, education and community development, and supports and deputises for the Country Director to fulfil TM’s mission in Afghanistan.

Reporting to the Country Director (CD) the Deputy Country Director & Head of Programs will focus on management and implementation of existing donor-funded programs as well as design and fundraising for new programs, donor relations, and strategic development of the organization.

#### Key Responsibilities and Accountabilities

**Strategy and Program Management**

1. Implement the strategy of Turquoise Mountain Trust, as directed by the Afghanistan Office Country Director (CD);
2. Working with project managers and heads of departments, oversee the management (design, implementation, reporting) of donor-funded projects.

**Team Management**

1. Communicate a clear vision of present and future program goals and strategies to team members. Incorporate their feedback, and the best of their skills into the program.
2. Manage, recruit and motivate a skilled, efficient team; incorporate staff development strategies and performance management systems into the team-building process.
3. Line manage donor funded project teams including built heritage team and Afghan-based jewellery, carpets and business development program staff.
4. Manage team dynamics and staff well-being. Provide leadership and support for project managers teams.

**Coordination, Liaison, Representation and External Relations**

1. Support CD and represent Turquoise Mountain in Afghanistan with all relevant stakeholders including but not limited to, the Afghan government, donors, the community of Murad Khane, the project staff and wider beneficiary groups.
2. Communicate a clear vision of present and future program goals and strategies and actively cultivate productive relationships with internal and external stakeholders.
3. Ensure effective liaison with government stakeholders in Kabul and provinces on all projects.
Strategic Development and Fundraising
1. Explore, propose and implement new programming and ideas in line with the mission of Turquoise Mountain Trust, and in coordination with the Country Director, Grants & Reporting Manager, MEAL Manager.
2. Contribute to the fundraising for all aspects of Turquoise Mountain Trust’s activities in Afghanistan. Consider and propose to the Country Director future opportunities for Turquoise Mountain Trust in line with its mission and strategic aims.
3. Lead high-quality project design with innovative approaches that incorporate project management standards and evidence-based MEAL methods.

Operations and Financial Management
1. Deputize for the CD when they are on leave.
2. Ensure program implementation is on time, on target, and on budget. Manage and develop the program infrastructure and systems including financial management, operations, and donor relations, ensuring effective, transparent use of resources, and timely reporting systems, in compliance with Turquoise Mountain and donor policies/procedures.
3. Work with CD and the finance team to oversee the budgeting and budget management for the above-mentioned programs.
4. Working with project managers and the Grants and Reporting Manager, ensure timely reporting of all donor-funded projects to donors.

This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.

Key working relationships
Supervisory: The Deputy Country Director & Head of Programs supervises Artisan Support Project Manager, Engineering Department Head, Grants and reporting Manager, Senior SME Development Manager, Sampling & Production Consultant

Internal: The HoP works closely with Chief Operations Manager, Senior Finance Manager, M&E Manager, Global MEAL Lead, and other staff as introduced by the CD.

International: Commercial and Creative Directors, Design Centre Manager
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**Professional approach:**

Constructive and collegiate style that contributes to team harmony and builds community.

**Personal attributes/ skills:**

Excellent strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound decisions under pressure.

Strong relationship management abilities. Ability to relate to people at all levels internally and externally. Strategic in applying tailored approaches to each relationship.

Experience of building personal networks at a senior level, resulting in securing new opportunities for the organization.

Team leadership abilities with diverse/multi-disciplinary teams. Coaching/mentoring skills.

Presentation and facilitation skills.

Able to form relationships and connect with stakeholders both remotely and in-person.

Must have the ability, experience, and judgement to work autonomously where required.

Must be willing to travel to all areas of our operations in Afghanistan – Kabul, Bamiyan, Balkh, Jawzjan, Herat and other locations within Afghanistan, as well as occasional travel outside of Afghanistan.

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<th><strong>Education and experience:</strong></th>
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<td>Significant and demonstrable experience working in program management. Certification in a relevant project management methodology is preferred but not necessary.</td>
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Demonstrable experience in project/program management including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc., for projects funded by large institutional donors

Candidates with a background in fine art, art history, architecture, anthropology and other creative subjects are particularly encouraged to apply

Excellent spoken and written English skills. Ability to effectively represent TM in a variety of public and private forums.

Demonstrable staff/line management experience and competencies that are conducive to fostering an open learning environment. Experience in leadership of senior program staff.
Significant field experience in international or development sector preferably with a focus on the artisan and heritage sector. Previous work experience in Afghanistan or Central Asia/Middle East/South Asia would be an advantage.

**Digital skills and experience:**

Experience using MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, and knowledge sharing networks.

**Language skills:**

Excellent level of international standard spoken and written English with exceptional reporting skills is essential.

A competency in Dari and/or Pashto, is an advantage though not essential.

This role is based in Kabul and is offered as a full-time position for an initial fixed term of 12 months. This term may be extended.

Remuneration is between $75,000 and $90,000 per annum, depending on experience.

Candidates should submit their covering letter and C.V. to: vacancy.af@turquoisemountain.org. In the subject line of the e-mail, please mention – Deputy Country Director & Head of Programs + your last name.

Kindly combine covering letter and C.V. as one pdf document and avoid sending us certificates and other large sized documents.

Please submit your application by 31st July.