



TURQUOISE MOUNTAIN

Terms of Reference Deputy Country Director

Location: Kabul, Afghanistan

Reporting to: Country Director

Length of Contract: 1 year with a 3 month probationary period

Salary: Commensurate with previous salary and experience. Competitive benefits package.

Background

Turquoise Mountain is a non-profit, non-governmental organization specializing in urban regeneration, business development, and education in traditional arts and architecture. We seek to provide jobs, skills, and to preserve tangible and intangible cultural heritage.

Since 2006 Turquoise Mountain has cleared 36,000 cubic meters of rubbish, repaired 150 historic buildings, created a primary school and a clinic, and installed water, electricity and sanitation through the historic traditional craft neighbourhood of Murad Khane. It has created the internationally-accredited Institute for Afghan Arts & Architecture, training the next generation of craftsmen and women in woodwork, jewellery and gem cutting, calligraphy and miniature painting, and ceramics. Finally, it has sold \$10,000,000 in traditional crafts internationally to support the craft industry.

The success of Turquoise Mountain has been to capture the interest, enthusiasm and commitment of four key groups of stakeholders: the government, the local community, a strong and capable local directorate and a group of committed international donors. This has been done through a programme of fourteen years of urban regeneration, community development, support to the Afghan craft industry, and the creation of the Institute for Afghan Arts and Architecture. The Institute is now an independent Afghan entity under Afghan management, with other programmes continuing in partnership, focused in Murad Khani and Bamiyan as hubs of traditional crafts.

The Deputy would be part of a very small international team working with a large and experienced national staff.

Job Purpose

- With and in support of the Country Director, manage the existing programmes and staff of Turquoise Mountain Trust (including but not limited to: craft education, urban regeneration, community development, market development, exhibitions and cultural events, finance, operations, communications, fundraising and reporting).
- Deputize for the Country Director when he/she is not in Kabul.
- Work in conjunction with the Director of the Turquoise Mountain Institute to coordinate and promote programmes, and work with partners outside of the organisation.
- Contribute to the fundraising and strategic development of all aspects of Turquoise Mountain Trust's activities in Afghanistan. Consider and propose to the Country Director and CEO future opportunities for Turquoise Mountain Trust in line with its mission and strategic aims.

Key Accountabilities

The Deputy Country Director position is envisaged as a support and complement to the Country Director, and will therefore be involved in all activities with emphasis placed on the applicant's particular skill set. The role therefore will involve a combination of the following components, working in conjunction with the Country Director. Turquoise Mountain is focusing heavily on the development of the artisan sector during this period, and therefore a background or interest in artisanal crafts, finance and/or business will be looked upon favourably.

Management and Implementation of existing Turquoise Mountain Trust programming

Programme Management

- Implement the strategy of Turquoise Mountain Trust, as directed by the Country Director for the continued regeneration centered on Murad Khani and Bamiyan and the revival of traditional crafts, including business development, urban regeneration, community health and education, cultural programs, and support for the Institute for Afghan Arts and Architecture.

Team Management

- Communicate a clear vision of present and future programme goals and strategies to team members. Incorporate their feedback, and the best of their skills into the programme.
- Manage, recruit and motivate a skilled, efficient team; incorporate staff development strategies and performance management systems into the team-building process.

Operations and Financial Management

- Guarantee program implementation is on time, on target and on-budget.
- Manage and develop the programme 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.
- Oversee strategic budgeting and budget management of all internal programmes, and sub-grantees/sub-contractors as applicable.
- Maintain and develop systems that ensure the safety and security of the team in all aspects of its work according to best practices, Turquoise Mountain operating standards and field realities.

Coordination, Representation, and External Relations

- Represent Turquoise Mountain in Afghanistan with all relevant stakeholders, in partnership with the Director of the Institute for Afghan Arts and Architecture. This includes, but is not limited to, the Afghan Government, the community of Murad Khane, the project staff and wider beneficiary group, the International community, and National and International Media.
- Communicate a clear vision of present and future programme goals and strategies and actively cultivate productive relationships with internal and external constituents.

Strategic Development and Fundraising

- Explore, propose and implement new programming in line with the mission of Turquoise Mountain Trust, and in conjunction with the Country Director.
- Contribute to the annual country planning process.
- Explore, evaluate and present innovative funding opportunities, leveraging impact and integrating activities with other NGOs, Art Institutions, International Organisations and other potential project partners.

Qualifications and Experience required

- BA/S or equivalent in relevant field required; MA/S preferred.
- 3 + years field experience in international or development programmes, including demonstrable success in managing complex programmes.
- Excellent, near-native (at least) oral and written English.
- Previous work experience in the Middle East/South Asia, preferably Afghanistan. A competency in Dari or Pashto, or a proven record in fast language acquisition, is a significant advantage.
- A first rate programme manager who can show that they have managed and delivered projects in difficult and demanding circumstances. Experience of building, leading and developing a team with different backgrounds and expertise.
- Experience of building personal networks at a senior level, resulting in securing new opportunities for the organisation.
- Strong understanding of programme, financial and operational management processes.

Personal Competencies Required

- A commitment to development in general and to cultural preservation and business development in particular
- Appreciation and respect for Afghan culture, people and values.
- Experience and skill in working with government or not-for-profit organisations; possessed of the gravitas and charm to handle powerful stakeholders.
- An adaptable and energetic problem solver with good communication skills and a sense of humour.
- Self starting, committed, flexible and loyal.

The successful candidate will be offered a one-year contract with a 3-month probationary period, and is expected to work in Afghanistan throughout that period.

Submission Guideline:

Candidates should submit their CVs with Cover Letter to: vacancy.af@turquoisemountain.org by no later than 31 January 2021.

In the subject line of the e-mail, please mention – Deputy Country Director + last name. Kindly combine CV and Cover Letter as one pdf document.

Further information about the work of Turquoise Mountain is available at www.turquoisemountain.org.