

Country Partnership Secretariat – Job Description Template

Executive Director Job Description

Title: Executive Director
Position: Full time
Location: [Location of secretariat]
Report to: Country Partnership Direction-Setting Group (e.g. Board)

Background [optional]:

[Provide context to the role, e.g.:

- Background of when and how the Country Partnership was established
- Goals and vision of the Country Partnership
- Current number of Working Groups and partner organizations
- Any recent achievements and/or other relevant information]

Scope of Work:

The Executive Director is responsible for providing overall leadership and management of the Country Partnership. S/he is expected to drive relationships with a diverse group of stakeholders, including private sector companies, government officials and international organizations. S/he is responsible for effectively delivering high quality services to the participating organizations per the agreed objectives. Furthermore, s/he is also expected to strengthen the Country Partnership through the incubation, evaluation and implementation of new ideas.

[In a smaller team, this role may also include:] The Executive Director will undertake the responsibilities of managing the administrative, financial and human resource aspects of the Secretariat.

[In a larger team, this role may also include:] The Executive Director is responsible for managing the Secretariat team and for supporting growth and development of the team. S/he is expected to drive the overall direction of the Country Partnership and guide the team towards the achievement of set goals within agreed budgets.

Duties and responsibilities:

[Core:]

- **Strategy and planning:** Work closely with the Direction-Setting Group [Board and/or Committee] to develop the strategic goals and objectives of the Country Partnership. Take a leadership role to drive the process with the Direction-Setting Group, convene the key stakeholders, organize meetings, set agenda, circulate minutes and ensure follow up.
- **Governance:** Responsible for establishing the overall governance framework, including ensuring that procedures and processes are well defined and followed.
- **Working Groups:** [If Working Groups already exist:] Support the individual Working Groups and help them to coordinate meetings to agree their aims and objectives, work plans and responsibilities of the partners. [If Working Groups don't already exist:] Coordinate the development of a strategy for the partnership including identification of working groups, their aims and objectives, work plans and responsibilities of the partners.
- **New partners:** Engage with new potential partners who have a role to play in the development of agriculture in the country, including companies, NGOs, donors, researchers and others.

- **Financial management and fundraising:** Responsible for business development, including identifying potential funders, developing proposals for those different funders and developing a sustainable funding structure for the Secretariat. Also responsible for managing a financial plan and overseeing the annual budget for [name of the Country Partnership].
- **Recruit and develop team:** As and when the Secretariat needs to grow, recruit and train staff and establish the required processes.
- **Representation and relationship building:** Represent the [name of the Country Partnership] in national and international events. Cultivate a strong relationship with the Direction-Setting Group [Board and/or Committee] and other stakeholders that is in contribution to the mission of the Country Partnership.
- **Coordinate with the government:** Work closely with the Ministry of Agriculture and other relevant Ministries to ensure strong engagement and leadership from Ministers and their teams, including their support on cross-cutting policy and investment.

[Modify depending on other secretariat roles:]

- **Communication:** Oversee the communication plan for [the name of the Country Partnership]. [Where there isn't a Communication Manager role then also include:] Develop communication material to share information on and promote the efforts and outcomes, which includes developing brochures, website and reports.
- **Monitoring and Evaluation:** Support the Working Groups to define their targets and measure their impact including on farm productivity, farmer income and environmental impacts. [Where there isn't a Data Manager role then also include:] Coordinate the collection of performance measurement data, including socio-economic and environmental data, from the individual Working Groups on a regular basis.

[Include if there is a large team to manage:]

- **Team leadership:** Create the strategic vision for how the secretariat can add value for its stakeholders and achieve its goals. Manage an optimal team structure and organization, track team performance and support growth and development.

Qualifications and Skills:

- University Degree (Master's preferred) ideally in social sciences, international relations, agriculture development, and/or business management [or may substitute with: law, economics or public administration especially if the government plays a larger role]
- At least [5-10 depending on size and maturity of the secretariat] years' experience, including [more junior variation: office or administration management; more senior variation: senior management in a project implementation environment]
- Demonstrated success of effectively leading change and organizational growth through strategic planning.
- Strong and effective verbal and written communication skills in [English and/or local language(s)].
- Good knowledge of the structure and procedures of [the local country's] government.
- Excellent organizational skills with the ability to prioritize multiple responsibilities and meet deadlines.
- Demonstrated strong communication skills with high-level and diverse stakeholders
- Credibility and confidence in dealing with people in senior positions.
- Flexibility and positive attitude.
- Computer literate with experience using Microsoft Office.
- Knowledge in the agriculture sector is an advantage.

[Optional:]

- Diligent and a good team player.
- Good management skills including team management and financial management.
- Excellent networking and negotiation skills.
- Demonstrated ability to work in diverse environments.

[If travel is required:]

- Comfortable with occasional regional or domestic travel on short notice.