

Job Description

Title: Uganda Country Director

Summary: The Country Director is responsible to provide leadership to ensure the successful development and implementation of all Simone's Kids Ugandan based programs while working to fulfill the Mission and Vision of Simone's Kids as determined by the Founder, President, and Board of Directors.

Reports To: President and Board of Directors

Direct Reports: COO(U), CHRO(U), CFO(U), Head Teachers, Head of the Medical Clinic, Head of Farming, Maintenance and Security Director

Primary Responsibilities

- Provides leadership to the staff of Simone's Kids and Nakaseke Christian Academy in support of the Mission and Vision of Simone's Kids.
- Oversees the COO(U), CHRO(U), CFO(U), Head Teachers, Head of the Medical Clinic, Head of Farming, Maintenance and Security Director's responsibilities to ensure they are staying on track.
- Completes tasks in Virtuous, the donor database, as requested by the Administrative Assistant or President.
- Maintains weekly communication with the President to ensure the President's business plan and vision are being executed through programs administration team. Reports' needs, concerns and successes so President can address as needed.
- Contributes to the spiritual nurturing program of the high school including individual student mentoring and once a term sermon at the High School church.

Budgetary Responsibilities

- Responsible for the oversight and administration of local income and annual operating budgets.
- Receives and reviews the complied program budgets from the CFO and submits to the President for final approval.

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- Responsible for the annual review and maintenance of appropriate bank account approvers and check writers.
- Responsible for managing the CFO and following and enforcing all of Simone's Kids financial policies.

Admissions Responsibilities

- In conjunction with the administrative and development staff, the Country Director manages and evaluates the student enrollment process – from inquiry through admissions to assimilation into the school's culture. Along with process management, provides oversight, in keeping with the school's mission, to enroll and retain mission appropriate students.
- Receives admission requests from staff or community members and is responsible for reviewing and approving or denying the admission of students into the Simone's Kids program.
- Conducts a Simone's Kids High School scholarship student meeting twice per term (with administrator and Scholarship Director), communicating the expectations of a sponsored student, academic performance requirements, appropriate and inappropriate communication with donors, and offering spiritual guidance.

Development Responsibilities

- Works with administrative team to manage all on-campus and off-campus construction projects to ensure conformity to project budget and timelines. (Could be given to Development Director)
- Receives, reviews and edits (with the Project Development Manager) the construction budget from project engineer/supervisor. Sends reviewed budget to President for final approval.
- Follows up regarding outstanding construction items to ensure full project completion.

Volunteer Responsibilities

- Attends visiting US teams including by interacting with them during their visits. Attending group meals, touring the campus, etc.

Staff Management Responsibilities

- Oversees hiring and firing all staff members of Nakaseke Christian Academy and future Simone's Kids programs, excluding (COO, CHRO, CFO, Head Teachers)
- Responsible to document corrective disciplinary measures with staff and teachers by providing and administering written documentation of the issue along with a corrective plan and potential future consequences.
- Responsible for overseeing the CHRO to manage the termination process for staff and teachers for both schools, to ensure the Termination Policy and all applicable local and national laws are followed.
- Responsibility to follow and enforce all Simone's Kids HR policies.

Additional Administrative Tasks

- Responsible for fulfilling any of the Founder's one-off requests as needed.
- Responsible for fulfilling any of the Administrative Assistant's one-off requests as needed.

Requirements:

- A demonstrated commitment to Christ and Christian education.
- Whole-hearted and enthusiastic support of the school's and Simone's Kids mission and vision.
- Demonstrated ability in the following areas: personable one on one, small group and large group communication, organization, delegation, and relationship building.
- An understanding of the nature and purpose of personnel development within a non-profit organization.
- Bachelor's degree and/or requisite experience in the field.
- Computer proficiency in the basic understanding of Microsoft Windows, Microsoft Office and be well-versed in the use of social media.
- Experience in public speaking and capable of writing and performing high school aged appropriate sermons.
- Able to persuade others, gaining support and commitment; mobilizing people to act, using creative and Christ-honoring approaches to motivate others to meet organizational goals.
- Able to make a good/persuasive argument to persuade/influence audience.
- Develops and uses subtle and biblically based strategies to influence others.
- Works to make others feel ownership in one's own solutions.
- Identifies key decision-makers on issues of concern.
- Develops and effectively uses networks, inside and outside the organization.
- This individual must possess a thorough understanding of the Christian philosophy of education and be able to clearly articulate both what it is and what it is not.
- Excellent verbal and written communication skills.
- Capacity to initiate and nurture relationships with school families.
- Excellent organizational skills.
- Ability to long range plan and manage the daily details of implementation.