



CANDIDATE PACK



About the Role

Organisation: Lumos
Country Director – Colombia
Location: Bogota, Colombia
Contract type: Permanent, Full Time
Closing Date: 7 May 2018
Starting Date: Negotiable
Reference: LUMOS-CD-COL



About Lumos

Children belong in families not orphanages – A message from J.K. Rowling

Lumos is an international non-governmental, non-profit organisation founded by author J.K. Rowling to end the institutionalisation of children by 2050. Their vision is a world in which all children have the opportunity to grow and thrive in a safe and caring family or, where there is no alternative, in specialist placements that meet all their needs, respect their rights and ensure they can fulfil their potential.

Eight million children live in orphanages and other institutions globally. More than 80% are not orphans but have been separated from their families because of poverty and discrimination. Orphanages harm children, exposing them to all forms of abuse and trafficking. Lumos rescue children from orphanages and reunite them with families. They change education, health and social care systems so all children and families can access the care and protection they deserve. Because only families provide the building blocks children need to thrive and reach their full potential.



www.wearelumos.org



Purpose of the role

Reports to: Head of Latin America and the Caribbean (LAC)

Responsible for: Colombia Team

In October 2017, Lumos officially launched its programme in Colombia – Lumos' second demonstration country in the LAC region. Lumos' aim in Colombia is to support the transformation of the care system to enable families to stay together, prevent children from entering institutions and support children to regain their right to be raised in a family where they are able to thrive.

The Country Director will be responsible for fully establishing Lumos in Colombia and for ensuring successful delivery of all programmes. The Country Director will lead on the development and implementation of Lumos' Colombia strategy, and will be responsible for overall programmatic development, operational delivery, high-level relationship management, and policy development in Colombia.

Key tasks | Job objectives:

PROGRAMMATIC:

- Provide overall leadership and management of Lumos' programmes in Colombia.
- Develop and lead on the implementation of Lumos' national strategy for Colombia.
- Responsible for executing agreed activities as detailed in MoUs and action plans developed together with key partners.
- Establish and lead a national technical working group on deinstitutionalisation.
- Identify and manage relationships with key high-level stakeholders, strategically positioning Lumos in the sector, both at government and non-governmental level.
- Influence and change the attitudes of key government partners and other stakeholders, in order to create a national shift in policy, away from institutions and towards community based services.

OPERATIONAL:

- Lead, manage and develop staff in order to ensure that the country office is implementing planned activities with key strategic partners and is capable of fully achieving its agreed targets.
- Responsible for producing progress reports on activities for Head of LAC and Lumos Headquarters.
- Responsible for financial management of the country office.
- Ensure that financial, procurement and budgetary guidelines and controls are in place.
- Monitor and manage budgets and ensure proper expenditure phasing..
- Ensure accounts are produced on time and in accordance with Lumos' policy and procedures.
- Other tasks as reasonably required by the Head of LAC and/or the Director of International Expansion.



SCOPE:

- To lead and manage overall programmes and operations for Lumos Colombia.
- This role will be fast-paced and will require flexibility.
- This role may require some international travel.

Person Specification (Essential)

EXPERIENCE:

- Experience of working in Colombia is essential.
- Significant experience in senior management positions, with a demonstrated track record of achieving results.
- Experience of leading and managing multi-disciplinary teams.
- Experience of delivering complex long-term programmes to high quality standards and within budget.
- Extensive experience of operational management at a strategic and day-to-day level.
- Expertise in working with governments, international organizations, NGOs, funders and other key stakeholders.

SKILLS:

- Able to represent Lumos credibly at the highest levels (managing relationships with key contacts, especially Government departments, ministries and other high-level stakeholders).
- Demonstrable evidence of strong financial management experience and management of large programmes.
- Excellent interpersonal and communication skills, and ability to work with a wide variety of contacts.
- Highly organised, with an aptitude in planning effectively to meet deadlines, and an ability to work on multiple tasks at the same time.
- Strong track record of delivering results.
- Ability to be flexible and assimilate new information quickly in a problem-solving environment.
- Able to lead and manage effectively with support at a distance from the Head of LAC.
- Well-developed strategic and analytical skills.
- Ability to work under pressure.
- Fluency in written and spoken Spanish and strong command of English.
- Project management skills and experience.
- Ability to travel regularly within the country and abroad.

KNOWLEDGE:

- Proven theoretical and practical knowledge of child protection, health, education, and development issues.
- Ability to strategically position Lumos in the development sector, both at the government and non-governmental level, to advance national initiatives aimed at fulfilling children's rights.

DESIRABLE:

- Knowledge of the field of deinstitutionalisation.

How to apply

To apply for this role, kindly send through a Microsoft Word version of your CV and a cover letter detailing why you are suited to this role.

Please mark it for the attention of Javier Cantera, email address: applications@redseasearch.com

Please subject your email with the following reference: **LUMOS-CD-COL**.

Please note that the interview dates for this role will be confirmed with you should your application be successful.



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