



MedGlobal, Inc.
10604 Southwest Highway, Suite 107
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VENEZUELA - COLOMBIA - ECUADOR COUNTRY REPRESENTATIVE SCOPE OF WORK

Contract Duration: 1 year

Job Status: Full time

Hours: 40 hours/week

Job location: Colombia and remote

Start Date: November 1st, 2021

Reports to: Program and Development Director

Compensation: \$2000/month; Airfare, hotel, translation services for trips on the ground.

ABOUT MEDGLOBAL

MedGlobal is a global humanitarian non-profit organization providing medical and health education services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health professionals of diverse backgrounds.

JOB DESCRIPTION

The Country Representative will be responsible for overseeing the timely and efficient projects planning and implementation in Colombia and supervising the overall operation of the program in Cucuta.

In addition, the Country Representative will work with senior leadership to develop MedGlobal's presence in the Latin America-Caribbean Region (Venezuela, Colombia, Ecuador).

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The Country Representative is responsible for operational reporting issues to ensure adherence to all project objectives, performance requirements, and donor regulations.

The Country Representative has overall responsibility for leading and managing MedGlobal's country strategy in Venezuela, Colombia, Ecuador, and quality program development and implementation, resource mobilization and finance. The Country Representative will actively seek opportunities for fund development and representation among key networks in Venezuela, Colombia, Ecuador to ensure the sustainability of the program and broaden the thematic focus of the country program.

The Country Representative will be responsible for developing the capacity of staff through training to ensure that risk management protocols and procedures are known, understood, and followed.

DUTIES/RESPONSIBILITIES

Leadership

- Provides strategic oversight and ensures excellence for a healthy growing operational portfolio with program quality in Venezuela, Colombia, Ecuador.
- Ensure that country strategies and plans are developed and aligned with global MedGlobal priorities and initiatives.
- Represent and raise the profile and visibility of MedGlobal in Venezuela, Colombia, Ecuador.
- Conduct a detailed and relevant mapping of medical service providers (NGOs) and identify synergies, overlap and possible areas where MedGlobal can complement, initiate, or expand services.
- Build strong partnerships with local and international non governmental organizations in

Venezuela, Colombia, Ecuador.

- Coordinate with appropriate national and local-level stakeholders: government, NGOs, HoDs, multilateral organizations, the private sector, and research organization; and work to identify and engage stakeholders not currently involved in MedGlobal Programming.
- Develop quarterly work plans per stakeholder, and report on weekly targets
- Conduct relevant donor mapping, and what they are funding as it relates to Medglobal work.
- Take responsibility for the management of Colombia Program Manager and other local staff (Clinic Coordinator, Bacteriologist) and other new local staff joining. Same responsibilities for staff in Venezuela and/or Ecuador.
- Provide support and guidance to the Program Manager and all local staff as well as be available to answer any questions.
- Conduct monthly meetings with the MedCare Executive staff and Program Manager to ensure that MedCare's goals are in line with MedGlobal. The same applies for clinics/health centers run by MedGlobal in Ecuador and/or Venezuela.
- Conduct weekly meetings with the Program Manager to determine the status and progress of the sustainable programs.
- Conduct biweekly meetings with the Director of Emergency and Health Program to provide programs status updates.
- Participate in the monthly Colombia ops call with the MedGlobal administrative staff. The same applies for reporting on projects in Ecuador and Venezuela.
- Provide policy, resources and legal guidance to HQ for quality management of programs.
- Ensures the overall enterprise risks of the programs in Venezuela, Colombia, Ecuador operations are addressed, revised and managed proficiently. Develop contingency plans and exit strategy to cater for upcoming risks and future developments

Program Management

- Work closely with the team in Venezuela, Colombia, Ecuador to develop needs and risk assessment, program expansion plan and complete detailed planning, assessments as per the need.
- Drives and ensures the adaption, integration, and learning around key areas.
- Develop a detailed MedGlobal country compliance table and provide relevant supporting documents for each compliance area.
- Develop Projects risk management matrix exercise and devise strategy to achieve set objectives carefully negotiating risks
- Oversee the project's implementation process at tactical level including support mechanism and get the team prepared for unforeseen eventualities.
- Effectively manage and lead the field team to deliver multiple donor programs that cover a combination of Humanitarian and Development interventions.
- Effectively lead the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives.
- Ensure that each project has a Program Management Database document (workplan) and M&E plan in place to ensure effective program delivery.
- Establish an effective monitoring system to ensure projects are delivered and impact and learning is recorded.
- Represent MedGlobal along with Colombia Program Manager at the quarterly national cluster meetings in Bogota and to other local health tables meetings. This applies for Ecuador and Venezuela when applicable.
- Conduct periodic field visits to Comuneros Clinic and Los Patios Health Center to validate progress reports, identify problems and issues to address during the project's implementation and make recommendations for improvement. This applies for Ecuador and Venezuela when applicable.

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- Ensure that contractual obligations are met in terms of project deliverables.

Human Resource and Administration

- Participating/overseeing the recruitment process of national staff in Venezuela, Colombia, Ecuador.
- Interpreting, developing and applying MedGlobal's HR policies and terms and conditions, national employment law, consistently and effectively.
- Work directly with our legal representative in all legal activities needed in Colombia. This applies for Ecuador and Venezuela when applicable.
- Mentors staff to achieve performance metrics and core outcomes and oversees the establishment and functioning of a strong, effective senior management/leadership team.
- Complete, oversee and implement all legal activities needed to keep registration status up-to-date.

Finance Management and Legal

- Manage program budgets, monitoring, learning and reporting in line with MedGlobal and donor requirements.
- Assessing and responding as necessary to changes in the external environment ensuring these changes are reflected in the country strategy and project plans.
- Oversee MedGlobal Colombia's bank and government forms related to tax authority or any legal authority. This applies for Ecuador and Venezuela when applicable.
- Work in partnership with the program accountant and fiscal reviewer to keep MedGlobal's tax activities up to date. This applies for Ecuador and Venezuela when applicable.

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- Oversee Program Manager role in finances and monthly reconciliation of the Colombia budget to assure integrity of the budgeted goals. This applies for Ecuador and Venezuela when applicable.
 - Overseeing the timely and efficient planning and implementation of procurement and supply of items in line with project needs in Colombia, Ecuador and Venezuela.
 - Maintain efficient financial controls, accountability standards, procedures and records.

Resource Mobilization

- Working closely with the Program Manager in Colombia and Headquarter team in writing proposals and applying funding. This applies for Ecuador and Venezuela when applicable.
- Provide detailed program development and fundraising plan (quarterly and yearly with targets) and set weekly plans and activities, including coordination and fundraising plans (quantitative targets and reporting structure)
- Work with the MedGlobal leadership team to pursue new funding opportunities and review written proposals.
- Expand partnerships with local and international entities to develop programs beyond the base clinic in Venezuela, Ecuador and Colombia: eg, Public Health initiative, expansion to el Talento.
- Increase income and revenue through innovative resource mobilization efforts focusing on institutional grants, corporate and individual donors – both locally and internationally
- Engage with key donors and stakeholders to receive funding prior to expiration of the contract
- Engage with Govt agencies, INGOs, NGOs, UN and embassies in Colombia to identify strategic partnerships and funding.

Communication and Advocacy

- Lead MedGlobal's advocacy and media efforts in Colombia in close cooperation with the Communication and Advocacy Department. This applies for Ecuador and Venezuela when applicable.
- Represent MedGlobal to all stakeholders and government officials on MedGlobal current and future work (present detailed representation and promotion of MedGlobal work targets per quarter and provide weekly reporting).
- Collaborate with MedGlobal staff to have at least a monthly social media post and quarterly video presentation about Venezuela, Ecuador and Colombia program activities.
- Host and lead media and donor visits effectively to contribute to strategic planning.

Safety & Security

- Monitor safety and security risks in Cucuta or any other MG locations in Colombia. Identify and execute risk mitigation actions. This applies for Ecuador and Venezuela when applicable.
- Works closely with the Headquarters to assure an immediate and adequate response to safety and security issues.

Required experience and skills

- Minimum of three (3) years of experience in working with non-profit organizations ideally NGOs focused in the medical sector or related.
- Bilingual (English and Spanish proficiency for writing and speaking).
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- High energy and passion for MedGlobal's mission, goals and current and future programs in Colombia and Latin America is essential.



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- Strong organizational and time management skills with exceptional attention to detail.
 - Bachelor's degree required, Master's preferred

HOW TO APPLY

To apply for this position, please send a cover letter and resume to careers@medglobal.org with the subject line: "Country Representative". Applications will be reviewed on a rolling basis and applicants are encouraged to apply early.

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