



INF INTERNATIONAL EXECUTIVE DIRECTOR

Summary of Role

Main responsibilities

INF International primarily works to support the ongoing health and development projects of INF Nepal. As INF embraces a move to localization and decolonization, it is expected that the structure of INFI will change significantly at the end of the current Agreement period.

The Executive Director (ED, also known as Nepal Country Director) will play a key guiding role in the transition of INFI's work as it works towards a change of structure in 2025 whilst ensuring strong relationships with the Government of Nepal, supporting INF's team of expatriate technical advisors, managing INF's Kathmandu office and providing support to the leadership of INF Nepal during the transition period.

Although the location and majority of the ED's work will be Nepal-focused, they will be responsible for the executive leadership of INF International, including its legal responsibilities to the Government of Australia where it is registered.

This role will be combined with other strategic support to INFN as needed.

- Category:** Expatriate or Nepali (volunteer – self-funded position)
- Location:** Kathmandu or Pokhara (with 30% travel, mostly between Pokhara and Kathmandu but also to other locations in Nepal)
- Responsible to:** Chair of INF International Board
- Responsible for:** **Staff:** Nepal Country Office staff (2-4 people)
Expatriate Advisor
Expatriate Team Leader and Pokhara Study Centre Staff (6 – 8 people)
Indirect responsibility for INF Expat volunteers (approx. 20 post-holders, 35 including dependents, living in Kathmandu, Pokhara and in the Mid-West of Nepal))
Budget: Project funds for INF Nepal (approx. US\$3million/year)
Annual budget of INF International (approx. US\$100k)
- Relates to:** **Internal:** Executive Director and senior leadership of INF Nepal (INFN), board of INFN, CEOs of other INF organisations, Expatriate Team Leader.



External: Government of Nepal (GoN), existing and potential donors, partner agencies in Nepal and overseas.

This is a self-funded post with no INF salary. INF is able to help suitable applicants to raise support for this role through one of our experienced sending agency partners.

INF International Executive Director Detailed Job Description, November 2022

1. Ensure good relationships with the Government of Nepal (GoN)

- Represent the interests and work of INF to the GoN.
- Work closely with INF Nepal to ensure a strong relationship with the GoN is developed and maintained.
- Ensure that INFI delivers on the commitments of its General and Project Agreements with the GoN until the expiry of the current agreements in 2025
- Work closely with INFN to secure the next Project Agreement with the GoN as directed by the board of INFI

2. Support the expatriate team in INF Nepal

- Manage and support the expatriate team leader in Pokhara.
- Support the pastoral care of INFI's expatriate volunteers.
- Ensure that expatriates are able to access orientation and language lessons, and that pastoral care systems are in place.
- Ensure effective management of the Pokhara Study Centre.
- Support the INF Nepal Human Resources department in the recruitment and effective placement of expatriate team members.
- Ensure appropriate systems and measures are in place in the event of an emergency.

3. Manage the INFI Nepal Country Office

- Ensure the effective flow of international funds through INFI to INFN in accordance with international good practice and Australian law.
- Ensure the Kathmandu office provides a good service to its users.
- Line manage the Nepal Country Office staff and plan the transition of both office and staff in line with the agreed future structure of INFI.

4. Ensure the effective functioning of INF International

- Work with the INFI Board to ensure a clear remit, strategy and plan for the work of INFI with particular emphasis on the winding up of the organization as it is currently structured in 2025



- Work with INFN Board and Leadership to identify areas for capacity strengthening and training opportunities that may be supported by INFI.
- Work with the INFI treasurer to produce annual plans, budgets and reports for approval by the board of INFI and prepare a plan for the securing of INFI assets/finances to ensure their use in achieving the mission and vision of INF.
- Work with the INFI Board chair to plan and prepare for effective board meetings.
- Work with the INFI board to review policies as necessary.
- Ensure that INFI fulfills its legal obligations (including reporting obligations) to the Governments of Australia and Nepal.

5. Support the leadership of INF Nepal

- Work closely with the INF Nepal Executive Director to support the work of INF Nepal, the nature of which will depend on the individual's experience and skills.
- Work with INF Nepal to implement a change process to ensure an effective and sustainable INF International into the future.
- Form a good working relationship with the key members of the INF Nepal Board.
- Help INFN to connect with new donors in Kathmandu and further afield.
- Represent INF to international fora in Nepal.

| ATTRIBUTE | ESSENTIAL/REQUIRED | DESIRABLE/PREFERRED |
|---------------------------------------|---|--|
| EDUCATIONAL QUALIFICATIONS & TRAINING | <ul style="list-style-type: none"> • Masters' qualification | <ul style="list-style-type: none"> • Master's in Development Studies, Public Health, Management, or similar |
| EXPERIENCE | <ul style="list-style-type: none"> • Significant experience of management and leadership, especially change management. | <ul style="list-style-type: none"> • Experience of leading or managing cross culturally. • Experience of government liaison in Asia. • Experience in any of the following: International health, community development, organisational development, communications, marketing, business development |
| SKILLS/ABILITIES | <ul style="list-style-type: none"> • Good understanding of development and mission. • Able to work effectively in a cross cultural context. | |



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| | <ul style="list-style-type: none">• Able to work in an uncertain, ambiguous and complex context.• Good skills in listening, understanding, influencing and negotiating.• Good skills in networking and organisational promotion at senior level.• Able to think creatively and contribute constructively to the work of the wider INF family.• Able to understand political context and its organisational implications• A team player able to collaborate and co-create with others.• Excellent communication skills in English; written and spoken.• Able to work flexibly and under limited supervision | |
| VALUES & PERSONAL QUALITIES | <ul style="list-style-type: none">• Mature Christian with a learning heart.• Enthusiastically supportive of INF's vision, mission and identity.• Able to demonstrate INF values in their own life. | |

Updated by:

Approved by INFI board November 2022