**Samaritan’s Purse**

# Job Description

**Job Title:** International Regional Manager, Central Africa

**Department:** Operation Christmas Child

**Reports To:** International Regional Director, Central Africa

**FLSA Status:** Exempt

**Date:** July 2, 2019

**Christian Purpose and Expectations:**

All employees will proclaim the Gospel of Jesus Christ through their employment to further Samaritan’s Purse mission.

**SUMMARY**

Position serves on Samaritan’s Purse/Operation Christmas Child – USA International Team, with a regional focus on the 1) recruitment, selection, equipping, and leading of volunteer Senior Regional Leadership Teams (sRLTs) and Regional Leadership Teams (RLTs). 2) overseeing the development and implementation of The Greatest Journey Discipleship program. 3) overseeing the development and implementation of regional prayer networks and initiatives. 4) overseeing the development and implementation of successful Ministry Partner selection and training as well as overseeing the Unreached People Group initiatives in the region. 5) overseeing the overall implementation and management of the financial stewardship of Country Grants in the region. Position requires a self-starter who communicates regularly during SP-OCC business hours, proactive in thorough reporting and time management with attention to detail, as well as emphasis on regular participation and attendance in all International meetings including monthly, bi-weekly, quarterly, and semi-annual meetings. Attention will also be given to supporting the administrative processes on organizational, international operations and field ministry levels as they relate to an assigned region of the world. **Position requires frequent international travel and fluency in French.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

1. Maintain a personal, active relationship with Jesus Christ and is a consistent witness for Jesus Christ.
2. Development of volunteer leadership teams
3. Attend monthly Global Update Meeting, Bi-Weekly Meetings, Quarterly Update Meeting, Quarterly Logistics Meeting and all other assigned team meetings, including no-annual Global Coordination Meetings and Annual Ex. Presentation.
4. Self-starter, regular participation in regular SP-OCC business hours, all calls and meetings with supervisor and team members.
5. Provide on-time, thorough, pro-active reporting: weekly, monthly, trip reports and proper time management to attention to specific details in all communication to supervisor with excellence.
6. Development of The Greatest Journey discipleship program
7. Development of prayer networks
8. Development of Ministry Partner networks and training
9. Oversight of the region’s Unreached People Group initiatives
10. Oversight and management of all in-country financial stewardship
11. Follow policies and procedures of Samaritan’s Purse as set forth in the Policy Manual.
12. Attend daily morning devotions and participates in prayer support for the ministry, donors and volunteers.
13. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.

These essential duties and responsibilities include, but are not limited to:

* Lead Regional Team (under Regional Director [RD]) – Staff & IFRs (International Field Representatives)
  + Lead & Develop up to 25 Field-Based paid Contractors (IFRs) with combined travel of up to 1000 days/year.
  + Train and coach new staff and IFRs
  + Coordinate staff and IFR travel calendar
  + Steward up to $50m USD of Gift in Kind (giftboxes and literature) within the region
  + Help set content for 2 IFR Regionals per year in conjunction with Regional and Senior Regional Directors
  + Help back fill any vacant RM positions in the region.
* Volunteer Leadership Development (NLTs & sRLTs)
  + Recruit, Select & Train up to 132 sRLT members in the given region
  + Provide remote and in person support to sRLT teams and co-lead NLTs (National Leadership Teams)
  + Support the development of content and facilitation of country training events (nConnects)
  + Develop and maintain strong relationship with the NLT members providing Samaritan’s Purse support and encouragement.
  + Work with RD and NLT to develop a long-range strategic plan that will guide the implementation of the project in each country in the region.
  + Encourage and assist the NLT to develop an annual sRLT and RLT development plan as part of their strategic plan.
  + Foster relationships that encourage those individuals assisting with the implementation of the project in the field.
  + Conduct in-country training to NLTs, SRLTs, and RLTs with follow-up, up to 8 times during the year, per country.
* The Greatest Journey
  + Provide leadership and oversight to the management system of The Greatest Journey Discipleship Program in region.
  + Steward up to $4.2 million in TGJ Ministry Materials
  + Directly oversee certification of up to 25,000 teachers annually at approximately 500 training events
  + Directly oversee certification of up to 300 Master Trainer & Teacher Trainers
  + Incorporate TGJ team into discussion and strategy.
  + Provide leadership and development of NLT Discipleship Coordinators
  + Develop TGJ projections for each country and corresponding printing and logistics plans.
  + Together with Discipleship Coordinators, develop training plans for TGJ teacher trainers and teachers in each country to provide an adequate number of teachers in each country of the region to reach set enrollment goals.
* Prayer
  + Provide direct oversight to assure effective Prayer networks in place throughout region
  + Indirectly oversee up to 15,000 Prayer Partners in the assigned region
  + Provide training, leadership and development of NLT Prayer Coordinators
  + Monitor prayer events
  + Submits quarterly praises and prayer requests from each country of the region for the Quarterly Day of Prayer and Fasting
  + Submit other prayer requests as needed for inclusion in corporate prayer
* Budgeting & Administration Processes
  + Develop, Track and Manage annual Regional Operating Budget of up to $725,000
  + Develop, revise and implement long and short-range region level strategic planning.
  + Develop annual regional distribution plans.
  + Coordinate assignments and travel planning with the region.
  + Together with the RD, collaborate with the NLT to create an annual country budget for each country of the region to be funded by SP.
  + Together with the RD, maintain accountability of each NLT of the region through monitoring in-country budgets via quarterly reports and periodic spot checks.
* Support Regional Vision/Strategy
  + Together with the RD, prepare and articulate annual vision and goals for the region to be presented at annual executive presentations
  + Together with the RD, monitor and utilize regional budget effectively year round
  + Communicate vision/objectives regularly to staff and volunteer teams
* Logistics
  + Support and implement up to $100,000 Secondary Delivery Site Budget
  + Track the delivery of TGJ materials and solve problems that arise during the importation process or in-country print process.
  + Gather and update country profile information.
  + Assist in the process of improving internal processes—both international and domestic.
* Ministry Partner Development
  + Provide vision & oversight of Ministry Partner Training effectiveness in region
  + Indirectly ensure the success of up to 100 MP Training Events for up to approximately 7000 Ministry Partners
  + Advise OCC Matrix team on proper contextualization.
* Special Trips/Organizational Initiatives
  + Support the leadership/oversight for effective implementation of:
    - Ministry Department Visits into region
    - President’s Office Special visits to region
    - Broadcast Trips to region
    - BGEA partnerships
    - Domestic OCC Trips into region
    - Affiliate Office trips to the region
* Complete special projects in timely fashion and according to established parameters.
* Follow policies and procedures of Samaritan’s Purse as set forth in the *Policy Manual*.
* Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
* Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises non-supervisory employees and supervisory employees. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ,** as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Master’s degree, or three to five years’ related experience and/or training; equivalent combination of education and experience. **Twelve credit hours of college-level Biblical studies strongly preferred.**

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations. French is also a required language for this role.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.