Terms of Reference for the Volunteer Country Director

Deadline: 30th November 2026

Purpose of the role

Jonica Foundation is seeking a Volunteer Country Director to lead its work in the country of appointment. The Director will work with women, young people and local organisations to identify community priorities and develop a country workplan that the Foundation and its partners can deliver. Depending on local needs, this may include improving access to sexual and reproductive health information, connecting young people with skills training, or coordinating support for families affected by emergencies.

Proposed reporting line — Chief Executive Officer, Jonica Foundation
Nature of appointment — Unpaid volunteer leadership role
Time commitment — The Foundation and the volunteer will agree on weekly availability, the appointment period and any travel or expense arrangements before the role begins.

Key responsibilities

1. **Lead country planning.** Consult community members and local partners to identify priorities. Prepare a workplan that sets out proposed activities, costs, timelines and who will be responsible for delivery.
2. **Build partnerships and represent the Foundation.** Develop relationships with community organisations, public institutions, professional networks and potential funders. Represent the Foundation at agreed meetings and follow up on commitments.
3. **Develop funding opportunities.** Identify grants, sponsorships and in-kind contributions that match the country workplan. Work with the Foundation's team to prepare proposals and budgets for approval.
4. **Coordinate programmes and volunteers.** Guide local volunteers and partners in delivering approved activities. Agree on assignments, provide practical support and address challenges that could affect participants or delay delivery.
5. **Protect participants and resources.** Follow the Foundation's safeguarding, financial management and data protection policies. Keep accurate activity and expenditure records and promptly raise safeguarding concerns through the designated reporting channel.

6. **Report results and community feedback.** Update the CEO on activities completed, people reached, resources used and feedback received. Identify what needs to change and which decisions require head office support.

Expected deliverables

Timing	Deliverable
At the start of the appointment	A country workplan and budget for approval, informed by local consultations, with priority partners and funding opportunities identified.
Monthly	A brief update on activities, expenditure, partnership discussions and decisions needed from the CEO.
At the end of the appointment	A handover covering results, community feedback, outstanding commitments and recommended next steps.

Authority and accountability

The Country Director may coordinate approved activities and represent Jonica Foundation within the agreed country workplan. Signing agreements, committing funds, opening accounts or making formal commitments on behalf of the Foundation requires prior written authorisation.

Candidate profile

We welcome candidates with experience leading community programmes, coordinating volunteers or managing partnerships. Applicants should understand the country's civil society landscape, be able to prepare a practical workplan and budget, and communicate confidently with both community members and institutional partners. Experience in fundraising, women's and girls' health, youth skills development or emergency response is an advantage.

Jonica Foundation is an equal opportunity employer. We welcome volunteer applications from qualified candidates of all backgrounds, including persons with disabilities.