**HCP CUREBLINDNESS**

**TITLE:** Country Director - India  
**REPORTS TO:** AVP, Asia  
**DEPARTMENT HEAD:** Chief of Programs  
**LOCATION:** New Delhi, India  
**POSITION TYPE:** Full-time

**ORGANIZATIONAL PROFILE:**
For more than 43 million people, blindness is a daily reality; another 295 million suffer from moderate to severe vision impairment. 90% of these people live in low- and middle-income communities where access to eye care is limited and the challenges for those who can’t see are severe. But, there is hope: 80% of this burden is treatable or preventable. For example, 17 million blind people could be cured with a 10-minute cataract surgery. Millions more suffer from corneal blindness, which is often preventable or treatable. At HCP Cureblindness, we believe avoidable blindness can – and must – be overcome. For more than 25 years, we have worked alongside a capable network of collaborators to help people around the world retain and regain their sight by developing high-quality, cost-effective eye care systems in underserved areas of the world. With the help of partners in more than 25 countries, HCP has provided more than 1.4 million sight-restoring surgeries and screened more than 14.5 million people to provide care and basic treatments. We’ve trained more than 19,500 eye health professionals, and have established 5 eye hospitals. There is more work left to do, but we can overcome the mountain of global blindness, together.

HCP Cureblindness is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want leaders who can aim high, make things happen, and are invested in building a positive team dynamic to bring the work to life.

**VISION:** We will be the catalyst to create a world in which no one is needlessly blind.

**MISSION:** We enable countries to end avoidable blindness by developing high quality, cost-effective eye care systems in underserved areas of the world so everyone everywhere can regain or retain their sight.

**Country Program Overview**
HCP Cureblindness and its affiliates began working in India in 2009 with a mission of eliminating needless blindness through a health system strengthening approach. Thanks to close collaboration with public and private partners nationally and internationally, several key access to care milestones have been achieved, including more than 100,000 cornea transplants performed by our partners, the launch of innovative cornea screening and treatment programs at the community level and advancement of policies designed to ensure health system sustainability.
Looking forward, we aim to expand our impact in India through partnerships and local investment.

**SCOPE OF WORK:**
The Country Director (CD) will be responsible for developing the strategy and sustainable, regional capability and capacity to eliminate needless blindness and will provide overall management and strategic leadership to HCP’s India country office, including finance, administration, risk, legal and financial compliance management, and programmatic activities. Representing HCP Cureblindness in all issues relating to the country program, the Country Director plays a key role in donor relations and manages the country strategy and the project implementation in conjunction with HCP leaders across all geographies.

**ESSENTIAL JOB FUNCTIONS:**

**Leadership and Management**
- Oversee implementation of strategic vision and direction for overall program design, implementation, and proposal development; work closely with the country and global team to accomplish strategic goals.
- Builds and maintains highly collaborative working relationships with counterparts in other HCP Cureblindness offices, including regional offices, national offices and headquarters. Engages as an active member of country team and matriced program teams.
- Foster a positive and productive organizational culture in alignment with HCP Cureblindness global culture and values.
- Instill operational and business management rigor in the organization, in the areas of scorecard, analysis, reporting, financial accountability, partner relationship management, and day to day operations.
- Achieve and exceed organization goals for training, infrastructure development, patient care and prevention.
- Manage India Advisory Board, legal, financial, business obligations associated with doing business in the country. Ensure all program activities and support functions comply with applicable national and international laws and regulations, including in-country FCRA registration.
- Partner with the development team to develop and nurture in-country potential proposal partners and identify potential relationships and opportunities to generate funding from international and bilateral agencies and other prospective donors. Provide support for proposals as needed for submission to donors and others for fundraising and marketing purposes.
- Represent HCP Cureblindness in meetings with government officials, international donor agencies, and national advisory groups pertinent to our project activities.
- Foster deep relationships with current and prospective partners and advance relationships in accordance with organization strategy.
- Manage the overall program and support functions, including reviewing and refining the management structures and overseeing the development and maintenance of operational procedures for individual projects and support functions.
- Analyze eye care needs, trends and political developments in the country of operation and the surrounding region in order to anticipate new projects and initiatives.
- Willingness and ability to travel extensively domestically and internationally up to two weeks in a month.

**Programs**
- Accountable for all aspects of running an effective, efficient India program in line with annual plans and
organizational strategy.
- Lead and support advocacy initiatives, develop and strengthen strategic partnerships & linkages to support and increase the reach and impact.
- Lead the Country Office staff to implement the program portfolio, ensuring quality oversight through effective program monitoring.
- Oversee agreements and Memoranda of Understanding (MOUs) with programmatic and government partners; ensure routine monitoring and reporting takes place.
- Ensure the achievement of program objectives in partnership with country office staff.
- Oversee narrative and financial programmatic reporting to donors and headquarters.
- Enable an organizational culture that supports effective learning, sharing and continual improvement of program quality.
- The Country Director will continue to serve in a global technical leadership capacity, in addition to leading the country office.

Financial and Administrative
- Oversee HCP India Country Office’s Finance, HR, compliance and administration policies in accordance with local regulations.
- Develop the annual country budget, in collaboration with relevant HCP Cureblindness staff.
- Manage the spending within the program in-line with the approved budgets. Analyze projected cash flow, decide on the timing of major expenses, oversee audits and anticipate where over or under spending may occur and ensure necessary action is taken.
- Ensure sufficient and appropriate controls are in place to prevent fraud and that relevant staff receive the required information and training to minimize the risk of occurrence within the country program.
- Closely oversees compliance to the laws and regulations of India, ensures FCRA and regulatory compliance.
- Oversee all HR related issues within the program including job descriptions, recruitment, performance management, development and training, health and safety, team structures, capability disciplinary action, etc. in collaboration with the relevant staff and managers.
- Reflect the vision and mission of HCP Cureblindness when interacting with team members and provide them with leadership, advice, support and appropriate communication.

Risk and Security Management
- Identify all risks and implement mitigating measures in conjunction with the India country team, regional leadership, and HCP HQ.
- Oversee the updating and implementation of country location security plans, guidelines and manuals, working to minimize health risks and secure HCP assets.
- Ensure appropriate security procedures and awareness are maintained throughout the country program.
- Take the lead on decision making and contingency planning during security incidents or threats, working with HCP HQ and India country team to identify and monitor risk.

QUALIFICATIONS:
- Class 10 +2 and bachelor’s degree, with a preferred master’s degree (e.g. Business Administration, International Development, Global Health, Social Work)
- Strong working knowledge of English and Hindi (spoken and written).
Experience

- 7 years’ experience at an INGO, preferably in international public health or related fields with at least five years of experience at the director or manager level.
- Demonstrated ability to undertake high-level representation and advocacy. Experience working with government, international and local NGOs, corporations, and donors, is a substantial asset.
- Advanced leadership and project management skills. Demonstrated experience and skills in leadership, staff management, program development and management, strategic planning, monitoring and evaluation and public speaking.
- Demonstrated ability to develop and create budgets and monitor financial status.
- Demonstrated capacity to mobilize program funding including donor cultivation and grants writing.
- Knowledge and experience managing compliance to diverse donors.
- Excellent interpersonal skills, including an ability to effectively lead a team, communicate a vision, make timely and transparent decisions, and manage conflict.
- Creative, open-minded, flexible, self-learner.
- Strong visioning, strategic planning, implementation ability and effective under pressure, results oriented and proactive with the ability to multitask.

Additional qualifications include:

- Excitement to join a nonprofit institution poised to expand global operations.
- Outgoing personality that can collaborate with a variety of personalities at all levels of the organization, building relationships and shared goals across departments and partner organizations.
- A sense of discretion and a high degree of professionalism is required, ability to maintain confidentiality of highly sensitive information.
- Demonstrates a highly professional and cooperative demeanor with supervisors, coworkers and and partners.
- Strong interpersonal, communication, facilitation, and presentation skills.
- Detail oriented and able to efficiently prioritize tasks.
- Flexibility to adjust and contribute to continually evolving work situations and changing priorities.
- Excellent computer skills and technical aptitude, proficient with Google Workspace, MS Office, Asana (and other cloud-based software), MacOS, and experience with Apple hardware.
- Committed to advancing diversity, equity and inclusion.

Physical requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org. Applicants should apply online only, do not place phone calls.

Himalayan Cataract Project encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.