**Title:** Assistant Director, Operations and Strategic Growth

**Location:** Dubai

**Reports To:** Regional Director, MENA

**Scope of Work:**

Overall responsible for the Operations and Strategic Growth of the MENA region. The position will be responsible for quality proposal development, bids, donor management, revenue generation. Effective collaboration globally will be required to build the partner portfolio. The position will also be responsible for the overall quality management and effective administration of the MENA region.

**KEY RESPONSIBILITIES:**

# Manage and oversee program delivery and execution of partner initiatives.

# Evaluate, develop, and implement strategies, initiatives, and solutions, current business model to meet objectives.

# Act as the primary liaison with partners, addressing service needs, requests, and issues.

# Manage and support and the current senior leadership and the global team in, coordinating account activities and evaluating performance.

# Identify business opportunities and obtain accounts through the channels of networking, proposals, bids, partnership, donor management and other channels across the spectrum in the MENA region.

* Responsible for revenue generation in line with agreed targets for the MENA region

# To collaborate globally to build the partner portfolio and cross collaborate on common areas of interest.

# To conceptualize and strategize the grant proposals, assisting with bid management and contract development.

# Advising and collaborating with the other members of the MENA region, and address any problem areas,

# To manage and develop strategic client relationships while ensuring the highest quality partner work and while inspiring, leading, and developing new consultants.

# Function as an important source of intellectual insight on a partner project so as to drive impact and value for the partner.

# To bring in superior functional knowledge, expertise, analytical, quantitative and conceptual thinking skills and strong interpersonal and communication skills to ensure successful partner projects and team performance.

# Act as a domain expert in the health systems area of consulting in public and private healthcare bring the expertise to the MENA region in the thematic areas of Quality, IT, Health Financing, Service Delivery, Revenue Cycle management, Capacity Building, Human Resources, Product Development

* Responsible to work with the team to integrate the research, diagnostics and implementation practice areas into the various domains

# To build and implement the marketing communications plan for the MENA region and brand building across the region

# To organize roundtables and workshops to bring the industry insights and represent the organization as and when required.

# Sharing of knowledge in terms of publications, articles, blogs in magazines / newspapers / online channels

* Responsible to effectively line manage the Assistant Manager (Administration) and bring in quality management systems and processes

# To develop annual budgets, operating plans and maintain profitability as per planned goal setting / objectives

# To assist and support the organization in the operations and process development initiatives.

**Grade Level:** L3

**Compensation**

An annual compensation of USD 119,912 (Inclusive of all indirect taxes) will be paid to the Consultant. This includes the following benefits. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Benefits**

**Health Insurance**

We will provide a health insurance benefit to the tune of a maximum USD 500 per annum. You can submit the claims for reimbursement after a period of three months but will be required to complete a minimum of 6 months of service within the organization.  In the event if you are not able to fulfill this clause, the full amount paid towards the premium will be recovered from your full and final settlement. There is a flexibility to utilize the amount towards medical coverage (reimbursement of insurance premium, OPD expense coverage, claim towards medical expenses for immediate family /parents). This will be subject to prescription and receipts.

Any health insurance and medical expenses incurred after the date of joining will be reimbursed.

**Entitlement for Telephone and Internet**

We will provide a reimbursement of up to a maximum of USD 585 per annum (Payable on Actual Basis) towards telephone and Internet.

**Note:** All policies are subject to change / amendment at the discretion of management.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **September 1, 2023** to **August 31, 2025** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.