



# National Director Philippines

## March 2024

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### About Habitat for Humanity Philippines

Habitat for Humanity Philippines, by building strength, stability, and self-reliance through shelter, aims to strengthen its vision of a world where everyone has a decent place to live. With over 150,000 families served by our ministry, you can help us continue our mission of seeking to put God's love into action by bringing people together to build homes, communities, and hope.

### The Role

<b>Role:</b>	National Director, Habitat for Humanity, Philippines
<b>Reports to:</b>	Habitat for Humanity Philippines Board Chair
<b>Supervises:</b>	Senior Management Team <ul style="list-style-type: none"><li>▪ Finance Director</li><li>▪ Resource Development and Communications Director</li><li>▪ Operations and Program Director</li><li>▪ HRLOD and Admin Director</li><li>▪ Governance, Risks, Compliance and Advocacy Director</li></ul>
<b>Location:</b>	Manila - Full time in office
<b>Travel:</b>	30% of travel expectations both international and domestic
<b>Salary:</b>	Competitive

### Job Summary

The National Director (ND) will lead the Habitat for Humanity (HFH) Philippines in fulfilling its critical, complex role as housing expert, convener, and lead implementer of innovative housing solutions.

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The National Director must be a compelling, transformative leader with 10+ years of NGO or development sector leadership experience encompassing the following:

- Orchestrating wide-spread public and donor engagement and support of the organization's mission and strategy through a clearly articulated value proposition.
- Building a highly competent, technical leadership team and empowering, agile organizational culture capable of developing and implementing organizational strategy.
- Leading a wide range of diverse internal and external stakeholders through complex organizational change.
- Building and leading multi-sector coalitions and strategic partnerships to successfully scale solutions and advocacy impact and expand funding support.
- Securing institutional funding to support evidence-based, innovative, scalable solutions.
- Navigating the complexity of matrixed NGO structures, demonstrating collaboration with and accountability to local communities as well as local and international governance structures.
- Overseeing operational excellence of a direct service organization, including safeguarding, financial management, monitoring and evaluation, and other quality controls.

## **Essential Duties and Responsibilities**

### **Cast a clear and transformative vision of the future of housing to build public and donor support**

- Lead the organization (i.e., Habitat for Humanity Philippines) in developing a clear vision and ambitious strategy informed by articulated, strategic positions to housing deficits and intersecting issues (e.g., urban development, climate change), national housing objectives, and Habitat for Humanity's regional Strategic Framework, Theory of Change and Programmatic Framework.
- Lead the organization in developing strategic positions on national housing deficits and intersecting issues (e.g. urban development, climate change) to inform strategy development.
- Leverage a clearly articulated value-proposition to drive public and institutional donor engagement and support of housing deficits and proposed solutions.
- Ensure a clear operationalization of the Habitat Philippines country strategy in order to harness and funnel in efforts and initiatives towards achieving the organizational vision.



## **Build a top-tier, people-centric leadership team and an agile, resilient organizational culture**

- Lead the recruitment of vacant positions ensuring a leadership team of highly competent, supportive leaders who can clearly demonstrate a history of driving organizational strategy through technical expertise and prioritizing the care and growth of their teams.
- Ensure that the organizational culture is inclusive and safe, finding strength in diversity of culture, background, and talent and respecting all employees equally.
- Champion an agile, transparent, people-centric organizational culture by modeling this culture together with the national leadership team. Build a cohesive, collaborative leadership culture that models effective decision-making and open dialogue.
- Oversee the implementation of effective talent management, knowledge institutionalization, organizational development, and change management infrastructure and processes. As a leadership team, drive the development of critical mindsets and behaviors that support an agile, people-centric culture and integration of these expectations with talent management and development processes.

## **Oversee the implementation and growth of innovative, evidence-based programming**

- Lead the organization in implementing and growing innovative, agile programming that delivers on organizational and national housing objectives.
- Guarantee community empowerment and accountability in all programming through the application of the Theory of Change, Programmatic Framework and refined M&E in all programming.
- Secure institutional funding to support evidence-based, innovative, systemic housing solutions.
- Guarantee community empowerment and accountability in all programming through the implementation of the Theory of Change and refined M&E in all programming.
- Guarantee a responsive and agile approach to all programming through successful leveraging of sophisticated M&E, strengthening community and stakeholder accountability and continuously improving the organization's evidence-based approach.

## **Leverage strategic partnerships to drive multi-sector, national and regional impact**

- Leverage Habitat's global influence and coordinate with other regional National Organizations to grow key partnerships and strengthen advocacy efforts.
- Strengthen relationship and coordination efforts with national and local governments, NGO leaders, and other key development sector organizations.
- Cultivate and drive strategic, multi-sector coalitions for shelter innovation to advance and scale housing solutions.



## **Champion good governance and the highest standards of accountability, ethics, and operational excellence**

- Provide high quality leadership and exceptional management in all the areas related to the role.
- Oversee the installation of and adherence to high-quality risk management procedures, safeguarding, financial management, procurement, monitoring and evaluation, and other quality control measures. Ensure the organization's ethical standards adhere to HFHL, international development, and national ordinance requirements.
- Champion an organizational culture of safety, inclusivity, and accountability. Ensure quality control measures, ethics, and related measures and practices function are integrated into staff training and talent management processes.
- Steward efficient use of resources through establishing a culture of shared accountability in ensuring viability of programs.
- Lead coalitions and implementing partners in establishing shared ethical and quality control standards to actively minimize the risk of harm to Habitat constituents and partners.
- Steward with diligence the local registration and permits that enable the operational status of Habitat Philippines.

## **Collaborate with the Board**

- Work with Board Chairperson to effectively engage the Board of Trustees to use their specific skills and networks to support the organization.
- Assist the Board of Trustees and sub-committees to make decisions, prepare strategic plans and create/maintain policies.

## **Collaborate with HFHI's Area Office**

- Collaborates closely with the Area Office in the operationalization of the country strategy, and follows the guidelines and standards of excellence provided by HFH Intl. in the areas of financial management, talent management, procurement, programmatic design, resource development, reporting, etc.
- Keep the National Affiliation Agreement and the Annual MOU with HFH Intl. updated and ensure compliance thereof.

## **Organizational Scope & Impact**

- National Board Members
- Area Leadership Team
- HFHI Area Vice President
- Area Office Staff, as advisors in areas of expertise and as liaison to national office



- HFHI Staff, as ad hoc liaison to international organization
- National Organization and national program, with consultative input to Area Office and participatory evaluation inputs to other area national programs.

## **Problem Complexity, Planning and Policy level impact**

- In consultation with the National Board of Directors and/or the Area Office, manages planning processes to set annual and strategic goal of the National organization.
- Manage relationship with key shelter policy agencies in the Philippines and serve as the official representative of Habitat Philippines.

## **Influencing/People Leadership**

- Internal: Area Office Staff, HFHI Staff as ad hoc liaison to international organization
- External: Donors, corporate sponsors and media as the primary office spokesperson; government agencies, local and international NGO partners, and multilateral institutions as the national office representative

## **Candidate profile**

### **Minimum Requirements**

#### **Education**

- Master's degree required in a relevant field, such as international development or relations, public administration, management, civil engineering, and/or social sciences

#### **Years of Related Experience**

- Twenty (20) years relevant experience in development and/or humanitarian programs, managing people, budget and developing and implementing projects funded by complex donors and of working and negotiating with large institutional funders
- At least 10 years of experience as Country Director or senior Program Development or leadership position in a development and/or humanitarian operating environment of a mid-sized organization; and or have leadership experience in the corporate sector
- Track record in stewardship, servant leadership, and strategic organizational management



- Experience in leading and building coalitions of different stakeholders from the public, civil society/non-profit, and the private sector including research institutions, academes, and think tanks
- Track record in developing partnerships to mobilize resources from institutional and/or corporate funders.
- Experience in the Philippine housing sector preferred; preferably has worked with both the public and private sectors and exposed to local and national governance, with a track record on policy and/or advocacy initiatives

## **Knowledge, Skills & Abilities**

### Leadership Competencies

- Compels others through embodiment and clarity of vision, building widespread internal and external support and driving action through a clear articulation of a value proposition.
- Leads through ambiguity and transformation, modeling agile learning and supporting efforts to prioritize and support employees and stakeholders through change.
- Upholds the highest standards of integrity and ethics while navigating organizational conflict, critical conversations, and decision-making.
- Embodies trust and transparency by promoting a free flow of information throughout the organization and providing teams with the leverage to achieve goals and grow.
- Embraces rest and resilience as critical to mission achievement, supporting and growing efforts to listen to and be responsive to employee feedback.
- Fosters a culture of inclusion where diverse thoughts are freely shared and integrated.
- Deeply respects and embraces the autonomy and power of all individuals, treating community members and employees with the same respect as strategic external partners.

### Technical Competencies

- Scoping the critical technical expertise to develop and drive a transformative strategy.
- Hiring and developing top-tier leaders who will drive organizational strategy and build the organizational culture needed to achieve this strategy.
- Building and growing strategic relationships with external partners, including multi-sector and multi-cultural leaders, local and national governments, and foundations and institutions.
- Agile decision-making, embracing flexibility and responsiveness as critical to organizational success.
- Support the team in assessing, evaluating and defining relevant interventions aligned with Habitat's mission, the country strategy and available resources.



- Align programmatic strategy to Philippines' National Government strategy for housing where applicable, ensuring this contributes to the achievement of strengthened government systems to support access to safe land and housing.
- Ensure further development of housing market systems, providing safe and accessible housing solutions for low-income sectors.
- Ensure construction and appropriate technology quality control systems are in place.
- Ensure the construction technology adopted is informed by the cultural context of the communities served.
- Aligning goals and strengthening the collaboration between local and international governance within a matrixed NGO system.
- Familiarity with change management and people infrastructure and processes required to successfully navigate through change.
- Familiarity with M&E, financial management, and other quality control infrastructure and processes required to maintain effective operations and programming.
- Community development experience a distinct advantage
- Programming experience in systems change and experience working with governments/markets to transform and strengthen systems.

## Preferred Requirements (in addition to minimum)

- In depth knowledge of Housing Market Systems
- Familiarity with construction and appropriate technology
- Proficiency in the primary working language(s) of the country of posting
- Active support of HFHI Values:
  - Humility - We are part of something bigger than ourselves
  - Courage - We do what's right, even when it is difficult or unpopular
  - Accountability - We take personal responsibility for Habitat's mission

### Ethics and Safeguarding:

We require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing.

## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.



The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-032024-HFH or Pat-Jones-CoverLetter-032024-HFH.

## Timeline

**Closing Date:** 25 April 2024 (Applications will be reviewed on an on-going basis)

**First interview:** TBC

**Second interview:** TBC

**Final interview:** TBC

## Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Diversity, Equity and Inclusion Commitment

Habitat for Humanity International is committed to building a diverse, inclusive workforce, and that begins with our talent acquisition team. We endeavor to reach diverse audiences for our openings, are committed to having diverse interviewer panels for candidates and work to educate hiring managers about important issues such as unconscious bias and how to conduct fair and equitable interviewing and hiring processes.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [habitat-for-humanity-nd@oxfordhr.com](mailto:habitat-for-humanity-nd@oxfordhr.com) in the first instance.

## About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.





Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.