



Village Administrator Job Description

I. Country Duty Responsibilities

- a. Promotes the vision and goals of Rafiki in the country
- b. Represents Rafiki, including its vision and goals, in their country and initiates and maintains all in-country relationships
- c. Maintains a confidential file of all Village related documentation including legal documents, permits, architectural drawings, plot plans, construction documentation and national board minutes
- d. Coordinates entry of new Rafiki Missionaries and ensures that the proper orientation and accommodations are provided
- e. Signs all legal documents in-country as delegated by the Home Office except for those that need to be signed by the Home Office
- f. Administers all Rafiki Missionary immigration requirements
- g. Complies with national reporting requirements
- h. Recommends national board members to Executive Director as required and conducts national board meetings as required
- i. Coordinates export/import of products and materials into the country—obtains VAT, customs, duty exemptions.
- j. Provides for all professional licensure
- k. Initiates and maintains relationships with support churches

II. Village Responsibilities

- a. Responsible for the entire Village under the direction of the Executive Director
- b. Oversees all activities in the Rafiki Village
- c. Responsible for community relations.
- d. Informs Executive Director immediately of any problem or potential problem involving a Rafiki Missionary or the Rafiki Training Village
- e. Prepares reports for the Rafiki Foundation U.S.A. board annually
- f. Prepares and reviews, with all staff, the contingency plan for medical, political, and safety emergencies including evacuation.
- g. Maintains an archive of Village development
- h. Responsible for plant maintenance and usage of property, including Village vehicles



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- i. Responsible for the maintenance and operation of the Village guesthouse
- j. Coordinates MiniMission assignments with Home Office and in-country
- k. Conducts weekly meetings of key Village administrative staff
- l. Conducts daily Bible study for Village workers using the Rafiki Bible study materials
- m. Conducts monthly meetings with all Rafiki Missionaries to discuss Village planning
- n. Conducts quarterly Village policy meetings for all national staff
- o. Greets all day visitors and if possible, conducts tours of the Village
- p. Responsible for instituting and operating the security within the Village
- q. Coordinates the vacation schedules of all Rafiki Missionaries personnel with the directors and Home Office and maintains a Village vacation calendar
- r. Develops and maintains a Village operational manual clarifying Village policies and security measures and procedures
- s. Responsible for the food service and laundry operations

III. Communication and Reporting Responsibilities

- a. Sends a monthly report to the Executive Director on provided template
- b. Submits annual Rafiki Missionary vacation calendar to the Home Office for final approval
- c. Responsible to receive from the other staff (Orphan Care, Education, Widows) RPG reports and compile and format to less than one page.
- d. Insures timely transmission of monthly financial reports to Home Office
- e. Transmits all reports in accordance with the Home Office communication policy
- f. Communicates to Rafiki Missionaries whatever information the Home Office wants disseminated

IV. Financial Responsibilities

- a. Opens and maintains a bank account for the Rafiki Village (see financial reporting)
- b. Ensures the maintenance of the books and payroll for the Village
- c. Submits monthly Funding Request form to Executive Director
- d. Oversees the disbursement of allocated funds insuring that the allocation is not exceeded without prior Home Office approval.

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- e. Develops and maintains a Village financial manual clarifying Village financial policies and procedures

V. Personnel and Staffing Responsibilities

- a. Responsible for the Village security personnel although daily operation and scheduling may be delegated to the Plant Manager
- b. Hires and interviews all national workers in consultation with the appropriate supervisor
- c. Implements the pay scale developed by the Home Office. Receives approval from Home Office for any pay scale adjustments
- d. Develops and maintains a Village personnel manual clarifying personnel policies and procedures. Uses the employee handbook provided by Home Office and request adjustments for any needed changes
- e. Oversees all personnel/payroll records—may delegate to another Rafiki missionary
- f. Develops and implements an employee evaluation system for the Village to be included in the Village Personnel Manual
- g. Oversees disciplinary proceedings for all national Village personnel
- h. Responsible for the termination process of all national Village personnel
- i. Makes temporary reassignment of tasks for all Rafiki Missionaries as needed

VI. Construction Responsibilities

- a. Responsible for all construction and major maintenance according to agreed upon procedures for the country
- b. Obtains bids or estimates for proposed construction, maintenance, or outfitting and forwards to the Home Office
- c. Monitors to see that no money is paid up front for construction labor, materials, and retention without approval from the Executive Director.
- d. The Village Administrator is responsible for the use of Village property in conjunction with the Plant Manager, during construction phase.

VII. Ministry Responsibilities

- a. Rafiki Bible Program Responsibilities
 - 1. Work with the Executive Director to initiate contact with the Partner Denomination as directed
 - 2. Invite the head and Point of Contact of the Partner Denomination to tour facilities

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3. Conducts portions of the training as outlined in the training procedures
- b. Widows Program Responsibilities
 1. Ensures that the Widows Program operates according to program procedures
 2. Receives requests from Widows Program Representatives for training in RBS at Rafiki Training Village
- c. Orphan Care Program Responsibilities
 1. Sees to it that birth certificates are obtained on all children in residence
- d. RICE Program Responsibilities
 1. Work with RALI Provost on government and church relations and RALI operations

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