



Action for Community Development (ACODEV)

EMPLOYMENT OPPORTUNITIES

ACODEV is a regional NGO that was founded in 2003 and runs Integrated Community Development Programs in Public Health, Human Rights, OVC support, Livelihood and Grassroots Capacity Development programs including sub-granting for small grassroots organizations in East and now Southern Africa region. Please visit <http://www.acodevuganda.org/> for more information on ACODEV.

In connection with this ACODEV is inviting applications from suitable Ugandan Nationals to fill the position of **Executive Director**.

of Positions: 1

Duty Stations: National Office

Reports to: Board of Directors

JOB PURPOSE

The Executive Director is responsible for the successful leadership and management of the organization to meet the strategic direction set by the Board of Directors.

Leadership

- Take the lead in resource mobilization by identifying and networking with potential partners to ensure that ACODEV projects are adequately supported and sustained. In addition, research funding sources and write funding proposals to increase the funds of the organization
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Inform the Board regularly of internal organization matters, including relevant staffing, funding and program success and priorities
- Reach out to the donor community to present ACODEV, its vision and services through public presentations and by attending relevant business events, conferences and gatherings;
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to being secretary to the Board of Directors, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of ACODEV meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of ACODEV
- Work closely with departmental heads to draft and amend organization policies and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Provide support to the Board by preparing meeting agenda and supporting materials

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Build a high-performing senior leadership team and play an active role in attracting, retaining and developing a best-in-class staff;
- Implement a performance management process for all Management staff which includes monitoring the performance on an on-going basis and conducting an annual performance review
- Coach and mentor Management staff as appropriate to improve performance

QUALIFICATIONS, EXPERIENCE AND / OR SKILLS REQUIRED

Education and Experience

- Master's Degree in Non-profit Management, Business Administration, Finance, Economics, Public Health or its equivalent
- 7-10 years successful senior leadership experience at a social impact organization
- Commitment to results; 'can-do' mindset with emphasis on accountability
- Experience at change leadership and change management
- High level of integrity as well as an impeccable work ethic
- Knowledge of Office Suite and Excel required
- Experience working with indigenous CSOs and INGOs

Knowledge, skills and abilities

Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
Knowledge of current community challenges and opportunities relating to the mission of the organization
Knowledge of human resources management
Knowledge of financial management of NGOs/Not for profit organizations
Knowledge of project management
Report writing skills
Technical skills in proposal writing
Expertise in advocacy and networking
Strong motivational and staff leadership abilities
Excellent communication and presentation skills

Application procedure;

Qualified candidates are requested to submit a letter of application and curriculum vitae addressed to;

**The Acting Executive Director,
ACODEV
Plot 98/99 Masoli 600m off Gayaza Rd,
Wakiso District.**

Applications should be sent via email to; recruitment@acodevuganda.org

Please send only application letter & CV – Academic documents are not required at this stage)

The application should address how the candidate's background/experience relates to the specific duties of the position applied for, and also state names and addresses of three professional referees which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work.

Only shortlisted candidates will be contacted for interview. Applicants should therefore indicate their contact telephone number(s) and/or email address for easy contact.

Closing Date: **Friday, 05th October 2018**

For any queries regarding this announcement please call 0393206461