



## **Training and Resources in Early Education Director Post – Durban**

### **Background to the Position**

TREE, established in 1984 is a non-profit, Early Childhood Development (ECD) Resource and Training organisation, working towards a vision that all children have a right to quality ECD provision. TREE works to support caregivers and communities (mostly women) from disadvantaged communities, to provide vulnerable young children with access to quality ECD programmes, which promote the child's holistic development, support, health and welfare. TREE believes that all young children should have access to quality, sustainable early childhood development so that they can develop to their full educational and personal potential.

After more than 3 decades of sustained and focused service delivery within the ECD environment, the organisation is ready to consolidate its strengths to ensure that it remains at the cutting edge of the early childhood development sector. In doing so, it requires a mature and strategic thinker well versed within the development sector to lead and hold the organisation's future path.

It is envisaged that the new Director will take up the position in November/December 2011 as our current Director will retire in early 2012. The full job specification and an interview preparation guide are provided below.

### **Job Description**

**Job title:** Director

**Recruitment agency:** All applications to be submitted to Action Appointments (see submission details below)

**Job base location:** Durban, South Africa

### **Operating Context**

Non governmental organisation focusing on the rights of vulnerable young children and the creation of an enabling environment for holistic early childhood development through training and community development projects

### **Reporting structure**

The Director is accountable to the Board of Management and will lead a team of 6 senior managers with a full time staff complement of 65 and a 150 community based project workers.

### **Job role and purpose**

This is a challenging multi-faceted role within a dynamic and expanding NGO that requires strategic leadership to ensure its long term sustainability as a leading organisation in the field of ECD in South Africa. The key performance areas underpinning this role are as follows:

## **LONG TERM SUSTAINABILITY OF TREE**

- To ensure that adequate funds are available to allow TREE to carry out its work and future plans through:
- continued promotion of relationships with national and international donors
- identifying and sourcing potential income streams
- Growing the endowment fund for long term financial sustainability
- To ensure that TREE's finances are well managed and accounted for in consultation with the finance team
- To develop and implement risk management and change management strategies to enable the organisation to sustain and grow its footprint within the sector

## **STRATEGIC POSITIONING**

- To scan the ECD environment and position TREE appropriately, introducing changes where necessary to enable TREE to remain at the forefront of ECD and deliver on its vision and mission
- To facilitate the implementation of the strategic goals of the organisation
- To monitor the progress of the organisation against its strategic goals
- To develop strategic partnerships which are beneficial to TREE and the promotion of ECD
- To play a key role in ECD policy environment
- To promote TREE at a strategic level through participation in appropriate related forums

## **ORGANISATIONAL DEVELOPMENT**

- To continuously review the organisational design and structure to best facilitate TREE's mission
- To involve board, staff and management in strategic planning
- To provide the appropriate processes for managing change in the organisation
- To plan for succession of key positions
- To work on developing organisational effectiveness, learning and growth
- To promote and sustain shared organisational values and culture
- To enable the board to fulfil its governance function

## **NETWORKING, ADVOCACY, MARKETING**

- To initiate, sustain and develop key government relationships to ensure that TREE has a role in the national ECD sector
- To network with children's organisations and related development agencies to remain abreast of current issues impacting on the sector
- To present papers and take part in conferences related to the ECD sector
- To represent the point of view of the organisation to companies, other NGOs, the public, media and other relevant stakeholders

## **LEADERSHIP OF ORGANISATION**

- To provide leadership and direction on programme, organisational and financial plans with the Board of management and the Deputy Director
- To facilitate the implementation of policies authorised by the board
- To keep the board fully informed of the condition of the organisation and all important factors influencing it
- To submit the annual budget and strategic plan for board approval
- Ensure legal compliance
- To support the Deputy Director in operational planning and implementation
- To ensure that there is an effective management team in place with appropriate provision for succession

- To support the Deputy Director in the implementation of sound human resource practices, performance management and staff development  
Ideal candidate profile

### **Qualifications**

- A tertiary qualification, minimum NQF Level 6 (M + 4 years), preferably either in social sciences, business management or education
- An early childhood development or education background would be an advantage

### **Experience**

- At least 5 years experience in a leadership and senior management position
- An essential requirement would be that the candidate has experience in and has taken responsibility for: leading/managing a large, diverse team of people
- Managing a substantial budget
- Managing relationships with external stakeholders, such as donors, government and clients
- Generating income for an organisation
- Public relations and marketing
- Working in a community and people development context
- 5 years in the NPO/development sector would be advantage

### **Skills**

- Leadership skills and experience
- Strategic and visionary thinker
- Ability to cope with a number of competing demands & complex issues simultaneously
- Excellent written and verbal communication skills in English
- Good presentation/facilitation skills
- Ability to network at a senior level and advocate for a cause
- Change agent – able to ‘read trends’, initiate and manage change
- Excellent interpersonal leadership approach – a team leader that places significant value on the collective
- Working knowledge of financial management of an organisation
- Advanced computer skills
- A valid driving licence

### **Personality**

- Leadership qualities – integrity, decisive, pro-active and able to lead and embraces change,
- Emotional maturity and resilience
- Visionary thinker who is able to translate concepts into practical programmes
- Able to motivate and inspire others
- Passion for a cause
- Confident and able to assume responsibility with authority
- Good with people – approachable, good listening skills, consultative
- Able to respond to organisational challenges and opportunities
- Commitment to people development
- Firm in sensitive in driving organisational change where required but sensitive in developing the change process
- A person that can earn the trust of the organisation through honest, sincere and engaging work relationships

**Salary guide**

A competitive remuneration package will be negotiated with the successful candidate  
Response and application instructions

A full professional profile should include:

- A letter of motivation outlining your suitability for the position;
- A list of 3 contactable referees and
- An indication of salary expectations

Applications must be submitted to Action Appointments on or before the 16th of September 2011.

Applications to be emailed to:

olivia@actionappointments.co.za

Recruitment and HR Manager (Action Appointments)

Tel: (021) 671-3150

Cell: 082 869 2138

**Screening and Selection Process**

Candidates will be required to prepare a presentation to the selection panel based on the brief provided below. Should a suitable candidate not be selected the organisation holds the right not to make an appointment.

**Interview dates**

Short listed candidates will receive a notice of invitation from Action Appointments by the 30th of September and interviews will be held on the 10th and 11th of October 2011 in Durban.