

Deputy Director

KEY TERMS OF JOB

Job title	Deputy Director
Location	Braamfontein, Johannesburg
Reporting to	Executive Director
Contract	Fulltime role on a permanent contract

JOB PURPOSE

The Deputy Director deputises for the Executive Director, and assists the Executive Director in the development of Africa Check's overall strategy. He/she will be responsible for planning and managing implementation of key areas of the strategy.

KEY RESPONSIBILITIES

The Deputy Director is responsible for

- **Deputising for the Executive Director**, as and when required.
- **Assisting the Executive Director in development of strategy** to be approved by the board of Africa Check
- **Planning and managing implementation** of the agreed strategy in key areas
- **Reporting to the Executive Director on progress in those areas**

The Deputy Director shall take responsibility for

- 1. Deputise for the Executive Director when required.**
- 2. Develop and implement Africa Check's overall strategy**

Advise and assist the Executive Director in the development of the organisation's strategy in all areas.

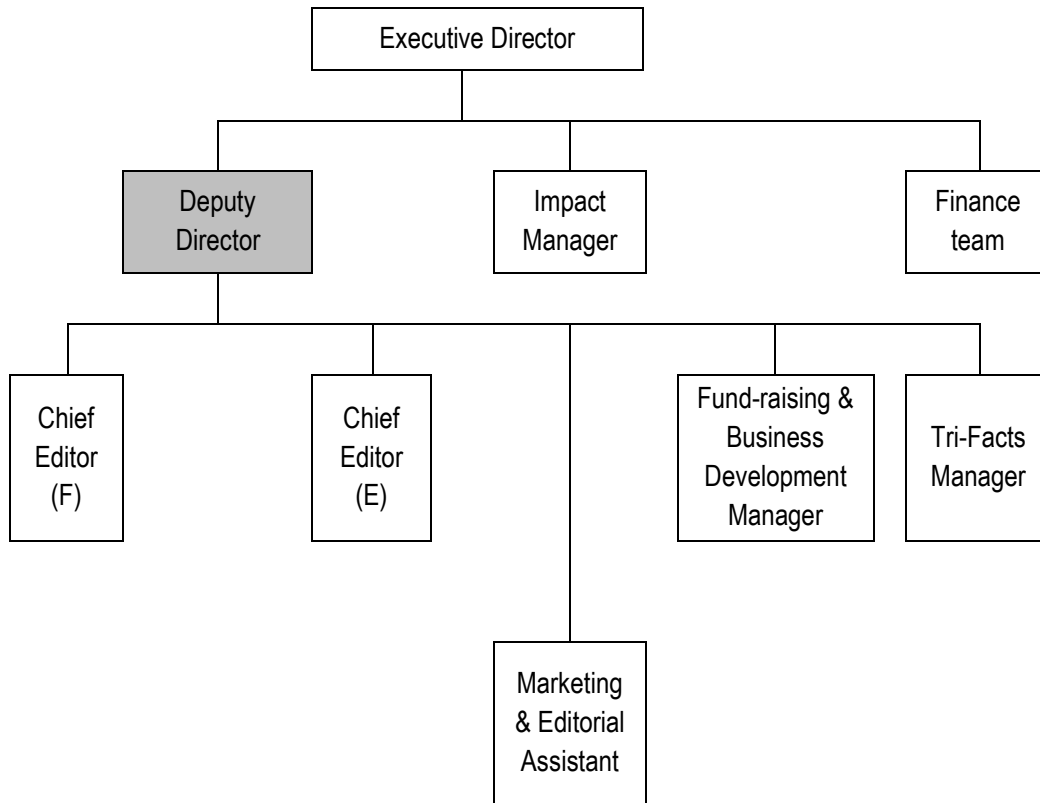
- 2.1. Work with the Chief Editors to develop editorial strategy and plans, and oversee the of the delivery of the editorial programme in the four offices.**

- Provide day-to-day guidance on editorial matters
- 2.2. Work with the TRi Facts manager to develop the TRi Facts income generating / business development strategy and plans, and oversees the performance of the TRi Facts programme.
- 2.3. Works with ED and the Fund-raising manager to develop a fund-raising strategy and grant-management system, and monitor the success of this strategy.
- Provide support for the fund-raising effort by building relationships with donors, and ensuring that funding contracts are adhered to, and all requirements met in good time.
- 2.4. Oversee the development and implementation of the digital communication strategy.
- 3. Manage the performance of all the senior managers in the organisation.**
- 4. Oversee the management of human resources and administration**
- 4.1. Ensure that Africa Check is registered in each country and complies with legislation, for example, relating to: Registration with the authorities as a legal entity, a non-profit organisation, a tax-exempt organisation, an employer, etc.
- 4.2. Develop human resources policies for Africa Check staff and freelancers across Africa in line with both best practice in the sector, and legal requirements in those countries.
- Ensure that all managers implement approved policies, in liaison with the Africa Check Finance Manager and Executive Director.
- 4.3. Manage the administration of offices including the securing of premises, equipment and support required to run efficient operations.
- 4.4. Manage the performance of the Editorial and Marketing Assistant in the Johannesburg office.

5. Financial Management

Support the ED and finance team in the development of budgets, and the monitoring of spending.

REPORTING RELATIONSHIPS



QUALIFICATIONS

To be successful, candidates must be able to demonstrate

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| Experience | <ul style="list-style-type: none"> - A minimum of 15 years' work experience in the media, media-for-development, or development sector; with at least five of those years in a senior management position; - A track record in the media or development sector focused on investigations, accountability and/or open information; - Experience of successfully managing the business side of a media or development sector organisation - Experience in and understanding of human resource issues in at least one African Country. |
| Qualifications | <ul style="list-style-type: none"> - Master's degree (or Bachelor's Degree with extensive experience in management in a media organisation) |



- Skills
- Advanced editing, writing, copy-editing, research skills (ability to manage / oversee research)
 - Strong finance and numeracy skills
 - Strong inter-personal and presentation skills; suitable to represent Africa Check at national and international events.
- Knowledge
- Understanding of the African Continent, continental and regional structures, good sense of political trends and issues, and development on the continent
- Attributes -
- An enthusiasm for and understanding of the work of fact-checking;