



VACANCY FOR: DIRECTOR OF PROGRAMMES AND INTERNATIONAL RELATIONS
VACANCY NOTICE

Job title:	Director of Programmes and International Relations
Department:	Programmes and International Relations
Reports to:	ADA Chief Executive Officer
Location:	Pretoria, South Africa
Duration of Post:	Fixed-term Contract will be entered into for one year renewable, based on performance for a maximum of three years.

The Africa Disability Alliance (ADA) is a technical agency that is led and managed by persons with disabilities. ADA has offices in Pretoria South Africa (HQ) and Addis Ababa – Ethiopia. ADA’s vision is “An African continent where people with disabilities enjoy their human rights”. The organization’s mission is “to be an African knowledge-based organisation that works in partnership with the AU, African governments, Civil Society Organizations (CSOs), academia and Disabled People’s Organizations (DPOs) to promote inclusive development and human rights for people with disabilities”.

The organisation has a vacancy for a Director of Programmes and International Relations and invites applications from only suitably qualified candidates.

REQUIRED QUALIFICATIONS

Qualifications:

Education: University degree in Disability Studies, or Development Studies or other disability-related field, or human rights law, political science, social sciences or disciplines related to project management, human rights and disability. All non-South African qualifications must be accompanied by the relevant South African verification.

Experience

- Essential for this post:** At least 10 years of related experience in the disability and human rights field at a senior management and programming level.
- Essential for this post:** Experience of working within human rights organisations of persons with disabilities and
- Essential for this post:** experience of mainstreaming/inclusion disability in policies, strategies and legislation of inter-governmental political structures (e.g. African Union, Pan African Parliament (PAP), African Commission for Human and People’s Rights (ACHPR)), government systems and programmes.
- Experience in working on programmes/projects funded by international donors particularly the European Union.
- Essential for this post:** Demonstrate experience and skills in implementation of work packages related but not limited to: advocacy campaigns and inputs for the Africa Disability Protocol (ADP)/ Model Disability Laws (MDL); managing cooperation between disabled people’s organisations (DPOs), ACHPR and AU Court cooperate on ADP/MDL; working with DPOs and Youth civil society organisations (CSOs) in preparing/presenting proposals for ADP/MDL validation processes; work with DPOs/CSOs & PAP to jointly develop draft MDL; preparation/ quality control of disability mainstreaming/ accessibility strategies for AU, PAP and ACHRP.
- Demonstrated ability to use the project life cycle management tools, proposal writing and fundraising.
- Experience of managing diverse stakeholders, sub-grantees, senior and middle-level managers at Head Office and in distant offices.
- Ability to maintain updated statistical records and other project documentation in preparation for reporting/auditing and to prepare consolidated quarterly and annual narrative reports.

9. Ability to manage mid-term review, external final evaluation and
10. Implement sustainability and risk management strategies
11. Qualified persons with disabilities who meet the specifications above are encouraged to apply.
12. All applicants must have all relevant permits to work in South Africa.

Knowledge & Competencies

1. Excellent knowledge and experience in disability and human rights, computer skills (such as Word, Excel, other).
2. Technical knowledge and experience in developing, implementing and monitoring of project work plans, budgets and financial management.
3. Good knowledge of/experience in implementation, reporting and management EU of funded projects.

Languages

- Fluency in written and spoken English.

Attributes

1. Maintain ADA ethos and values, excellent reporting skills, verbal and written communication skills
2. Able to manage diversities, different nationalities, social/religious/political/economic and other environments.

Character Qualities

1. Good Time Management skills. Good communication presentation skills
2. Able to build rapport with stakeholders and colleagues and to analyse and solve problems; Good organisational skills
3. Willingness to sign a confidentiality agreement and performance contract
4. Ability to meet professional and ethical standards
5. Ability to work in a team; Flexible and adaptable to changing working conditions.
6. High degree of integrity and discretion in personal conduct
7. Self-motivated, with good judgement and initiative; Able to prioritise tasks and meet deadlines
8. Good interpersonal skills; High level of attention to detail.

Duties applicable to all staff

1. Actively work towards the achievement of the ADA goals.
2. Abide by and work in accordance with the ADA principles.
3. Perform any other work related duties and responsibilities that may be assigned by the line manager.

KEY RESPONSIBILITIES

As per job description to be provided to the successful candidate.

Additionally

1. Participate in relevant internal meetings, development forums, workshops, courses etc. on the request (e.g. from governance committees, programme teams and CEO)
2. May be required to undertake review visits to stakeholders, sub-grantees, country/regional offices.