



## **JOB DESCRIPTION**

**JOB TITLE:**

**Chief Executive Officer**

**MAIN PURPOSE OF JOB:**

The Chief Executive Officer (“CEO”) is responsible for leading the development and execution of the Foundation’s strategic objectives and plan/s with the view to fulfilling the Foundation’s purpose and mandate.

The CEO’s leadership role also entails being ultimately responsible for all management decisions and for implementing the Foundation’s long and short term plans. The CEO acts as a direct liaison between the Board and management of the Foundation and communicates to the Board on behalf of management. The CEO also communicates on behalf of the Foundation to donors, Government authorities, other stakeholders and the public.

**REPORTS TO:**

The Board of Directors

**NO. OF INCUMBENTS:**

1

**GRADE:**

E5

**DATE DESCRIBED:**

October 2019

## **JOB REQUIREMENTS:**

### **REQUIRED MINIMUM QUALIFICATION:**

Relevant Bachelor & Post Graduate Degree (Masters would be an added advantage)

### **REQUIRED MINIMUM WORK**

**EXPERIENCE:** Minimum of 10 years senior managerial experience with at least 8 years experience in the NGO/Development; AIDS or Public Health sectors. Experience in developing and writing technical grant proposals; financial management & budgeting; & corporate governance & management essential. In-depth knowledge and understanding of the NPC & NPO regulations and statutory requirements in South Africa. Experience with international funders and reporting requirements. Proven high performance track record

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

Computer literacy (Microsoft Office)  
Advanced communication skills: both verbal and written  
Understanding of budgets, costing and audits  
Business development and excellent financial management  
Ability to work in a highly pressurised environment  
High emotional intelligence and interpersonal skills  
Diversity management

Strategic thinker with demonstrable leadership skills  
Able to build relations with key partners and stakeholders  
Excellent analytical and problem-solving skills  
Experience and skills in working with a Board of Directors  
Team player  
Experience with working with the media  
Understanding and knowledge of Health and Social Development sector and relevant trends

**ESSENTIAL COMPETENCIES:**

Visionary  
Strategic Management and capability  
Project Management  
Decision Making / Problem Solving  
Analytical and Critical thinking  
Innovation and Creativity  
People Management  
Interpersonal Skills  
Team Management  
Strategic Leadership  
Proven track record of high performance  
Ability to inspire confidence and create trust  
High Integrity

## DESCRIPTION OF TASKS

NO.	KEY PERFORMANCE AREAS	Description of Tasks	Timeframes
1.	<b>Strategic Management</b>	<p>To ensure the development of AFSA's strategic plan/s (every four years), annual plan, operational plan and ensuring monitoring and evaluation tools are in place to achieve AFSA's strategic objectives and goals;</p> <p>To lead, and ensure, the development &amp; implementation of programmatic and functional plans aligned to AFSA's strategic objectives and strategy/plans;</p>	<p>Every four years &amp; review annually</p> <p>Plan annually; Review every six months</p>
2	<b>Good Corporate Governance and clean administration</b>	<p>Oversee the implementation of, and monitor, AFSA's regulatory compliance with all statutory regulations and codes of good corporate governance.</p> <p>Coordinate the organisation of quarterly Board Meetings &amp; the AGM and ensure requested reports are prepared and submitted to the Board timeously;</p> <p>Ensure that the Directors are properly informed and that sufficient information is provided to the Board to enable the Directors to make appropriate decisions;</p> <p>Ensure appropriate organisational policies and procedures are developed and submitted to the Board for consideration &amp; approval.</p> <p>Contract on behalf of AFSA</p> <p>Provide support to the Board in the execution of its mandate</p>	<p>Quarterly</p> <p>Quarterly Board Meetings; AGM Annually</p> <p>Quarterly &amp; as required</p> <p>As and when required</p> <p>As and when required</p> <p>as and when required</p>

3	<b>Resource Mobilisation</b>	<p>Ensure AFSA sources A sufficient income to finance programme &amp; overhead costs</p> <p>Explore new funding streams</p> <p>Develop and/or oversee the writing of grant proposals to source funds from donors, including renewal proposals and budgets for existing programs and grants.</p> <p>Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation</p> <p>Develop high performing fundraising strategies which are cost effectively implemented by appropriate personnel</p>	<p>As required</p> <p>As required</p> <p>On-going &amp; as per donor grant making cycles</p> <p>As Required</p> <p>As required</p>
4.	<b>Financial Management</b>	<p>Ensure the development the annual organisational budget is aligned to the strategic objectives</p> <p>Ensure that program budgets are developed for AFSA's various programs and grant applications for submission to donors.</p> <p>Ensure that AFSA expenditures are within the authorised annual &amp; program /grant budgets;</p> <p>Ensure that financial reports are prepared and submitted to donors and the board;</p>	<p>Annually</p> <p>As required</p> <p>As required</p> <p>Quarterly, biannually, annually</p>

	<b>Risk Management</b>	<p>To support strategic risk identification by the Board</p> <p>Assess the emerging risks of AFSA and ensure that measures are put in place to manage and mitigate risks;</p> <p>Ensure operational risk assessments are carried out internally and with partner organisations to manage and mitigate risks</p> <p>Ensure the inculcation of a risk management approach and culture throughout the organisation</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>
5.	<b>Program Management</b>	<p>Ensure the effective implementation of programs to achieve program deliverables and targets in accordance with program performance / results frameworks;</p> <p>Ensure that program reports are prepared &amp; submitted to donors and the Board as per required periodic intervals.</p> <p>Supporting the Program Managers in terms of resource requirements.</p>	<p>As required</p>
6.	<b>HR Management</b>	<p>Ensure AFSA has organisational structure and systems in place to enable the organisation to implement its programs and core business to the required standard'</p> <p>Ensure appropriate staffing with relevant qualifications and experience</p> <p>Ensure adherence to regulatory compliance</p>	<p>As required</p> <p>As required</p> <p>As required</p>

7	<b>Stakeholder Management</b>	Ensure stakeholder management strategy and communication strategy  Monitor the implementation of the two strategies and reporting	As required  As required
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**Signed by Incumbent:** \_\_\_\_\_

**Signed by Manager/Supervisor/HR:** \_\_\_\_\_