

Etafeni day care centre trust

Job Description

Role: Director of the Etafeni Day Care Centre Trust

Accountable to: the Board of Trustees

Hours of Work: 40 hours per week

Direct Reports: Finance Manager, Fundraisers, HR Manager, Property Manager, Kitchen Manager,

General overview of the job

The Director of EDCCT services will report directly to the Board of Trustees and provide overall administrative, operational and stakeholder management leadership for the EDCCT, Nyanga and related outreach services. S/He will be responsible to the board for the Vision and Mission of the organization and delivering the organizational strategy, have overall fiduciary responsibility, coordinating the support services team and the senior programme manager and provide motivational leadership for the EDCCT staff.

Key Performance areas:

The Key Performance Areas for the Director are:

1. Accountable to the Board for ensuring that the Mission and Vision of the organisation are translated into the strategy and operations
2. Overall responsibility for the smooth and effective running of Etafeni
3. Management and mentoring of senior staff
4. Overall responsibility for financial wellbeing of the organisation
5. Overall responsibility for the HR, including systems for performance management
6. Overall responsibility for the ongoing sustainability of the organisation and all fundraising activities
7. Responsible for the organisation's reputation, ensuring that the organisation is well represented to all stakeholders, donors, potential partners etc.

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Duties and responsibilities of the Job

1. Be a role model for the staff team and beneficiaries.
2. Actively participate in mentoring and growth opportunities.
3. Work effectively with the board of trustees to lead the organization.
4. Deliver the strategic overall operational plan and develop support services at Etafeni.
5. Following up and building relationships with involved and new funders.
6. Regular (monthly) meetings with the Board Chair.
7. Monthly reports and attend Financial Committee Meetings.
8. Build organisational and staffing capacity to reach the target audience, meet the stated objectives effectively and efficiently.
9. Work with the fundraisers to secure adequate funding for operation of the organization and initiate fundraising activities as appropriate.
10. Oversee the organization's support functions including HR, finance and administrative responsibilities.
11. Oversee the implementation of organizational policies, procedures, making suggestions for revisions where appropriate.
12. Oversee implementation of an effective performance management system and annual objectives for the support staff (Finance Manager, Hr Manager, Fundraiser, Maintenance Manager, Operations Manager and the Director Personal Assistant), relevant to their contract and job description.
13. Follow due process to motivate and discipline direct reports as appropriate to improve performance.
14. Act as a spokesperson for the organization clearly conveying information and ideas both verbally and in writing.
15. Remain informed about current trends and priorities in development, health and education (ECD) service delivery.

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16. Communicate with stakeholders to keep them informed of the work of the EDCCT and identify changes in the community served by the organization.
17. Establish good working relationships and collaborative arrangements with community groups, funders, Government and other organization to help achieve the vision of the organization.
18. Ensure the website, IT and technology are used effectively to promote the organization and key messages and enhance income generation / fundraising and awareness.
19. Interact with funders and support fundraisers in their efforts to secure funding for the EDCCT.
20. Represent the EDCCT in meetings with funders and government departments.
21. Attend and report on activities at quarterly management meetings.
22. Assist Financial Manager to administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
23. Ensure that the organization complies with all legislation covering taxation and withholding payments and meet fiduciary and regulatory requirements.
24. Maintain a register to identify and evaluate the key risks faced by the EDCCT people (client, staff, management, and volunteers), property, finances, goodwill, and image and implement measures to control risks and communicating it to FINCOM and the Board of Trustees.

Job Requirements, Skills, Knowledge and Abilities

- Matric, Tertiary education in Management, Social Sciences, or Community Development.
- At least 5 years of working experience in the management field in the NGO sector.
- Must be an outspoken individual with interpersonal skills.
- Organizational and administration skills.
- Conflict resolution and problem solving skills.
- Time keeping and ethical work practices.
- Ability to communicate and transfer skills to the community.
- Excellent communication skills in Xhosa and English.
- Driver's license.

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- Good understanding of the NGO environment