TITLE OF POSITION | Executive Director
REPORTING TO | Board of Trustees/Directors

PURPOSE OF JOB | To lead the organisation in a manner that supports its mission and objectives. The Executive Director will be expected to drive and lead the intellectual mission of PARI. The Executive Director will plan, lead and co-ordinate, fund-raise for and control the activities of PARI. He/she will develop and support its intellectual vision and research activities, provide strategic leadership, facilitate business development for organisational sustainability, fundraise, drive strategies to optimise key client and stakeholder relationships within the public sector, private sector, academic sector and community and ensure accountability for programme implementation.

Duties and responsibilities

Provide strategic leadership and accountability
- Strategic planning and visioning of the organisation
- Financial sustainability of the organisation
- Effective and efficient running of the organisation
- Human resource management
- Policy development and implementation
- Foster effective team work in the organisation
- Ensure good governance
- Eternal Advance the lobbying and advocacy agenda of the organisation

Fundraise for financial sustainability
- Develop and maintain an overall fundraising strategy
- Manage the fundraising including donor management, overseeing the compilation of budgets, submission of proposals, and progress reports
- Ensure that the funds are raised for both core and programme costs

Financial planning and control of the organisation
- Monitor and approve budgets linked to project/programme plans
- Oversee cash flow, financial reporting to the Board, and the organisational audit.
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organisation according to the approved budget
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organisation
- Ensure that the organisation complies with all legislation covering taxation and withholding payments

Human Resource Policy/Development
- Monitor the implementation of the HR policies and procedures, such as induction, supervision, performance management, grievance and disciplinary procedures are in place
- Monitor human resource development and management
- Facilitate overall team work and address organisational development issues
Programme planning and management
- Oversee the planning, implementation and evaluation of the organisation's programmes and services
- Ensure that the programmes and services offered by the organisation contribute to the organisation's mission and reflect the priorities of the Board
- Oversee the planning, implementation, execution and evaluation of special projects

Staff management
- Responsible for managing the management team and for ensuring that the managers, in turn, manage their functional teams (research/finance/administration)
- Develop the capacity within the management team and provide coaching and mentoring support where necessary
- Monitor, evaluate and manage the team performance
- Build a cohesive, high performing team and lead in a fair and consistent manner to deliver on the organisational performance and strategic requirements.

External relations and strategic positioning
- Identify, develop and implement strategies to optimise key client and stakeholder relationships within the public sector, private sector, academic sector and community
- Build PARI's credibility and reputation in the industry through conducting presentations, networking with key players, publishing articles, academic research and engaging in industry debate and discussion on Public Sector reform
- Serve as official spokesperson for the organisation
- Monitor the policy environment and identify issues to be responded to

Governance
- Convene meetings with the Board, including agenda preparation, documentation and overseeing logistics
- Policy formulation with the Board
- Act as liaison between management and staff

Risk management
- Identify and evaluate the risks to the organisation's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors/Trustees and the organisation carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Other tasks
- Participate in Executive Committee functions
- Prepare papers for conferences and workshops
- Contribute to organisational communications and participate in organisational events and discussions on related topics/projects.
- Attend and participate in staff meetings, organisational reviews and planning as well as other meetings that relate to the work of PARI

Job specifications
### Educational qualifications

- Doctorate in a relevant field Humanities/Social Sciences/Development Studies

### Experience

- 8-10 years’ experience of doing research (proven track record in research)
- 8 – 10 years working in the social justice /NGO sector
- A strong publication record that includes peer-reviewed publications

### Technical competencies (Knowledge, skills and abilities)

- Have demonstrated experience in leadership and management principles as they relate to non-profit organisations
- Have demonstrated success at fundraising
- Understand the balance between social justice and academic work
- Understand the socio-political environment and current challenges and opportunities relating to the mission of the organisation
- Have working knowledge of human resources management and financial management
- Have excellent and effective oral and written communication skills
- Have a participatory management style but be able to be decisive when necessary
- Demonstrated ability to develop and implement successful strategic plans
- Knowledge of best practices in management and governance
- Good analytical, organisational, coordination and delegation skills

### Personal Characteristics

These describes the personal qualities/characteristics required to a) fit in with the organisational culture and values and b) manage the job effectively, for example:

**Adaptable:** Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires

**Decisiveness:** Showing leadership by adjusting one’s approach to the demands of a task by taking and maintaining a position in a self-assured manner.

**Interpersonal Skills:** Working effectively with different people and teams of people by putting others at ease. Acknowledging diverse opinions, addressing relevant concerns, minimizing conflict, promoting harmony.

**Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.

### Other requirements

- Ability and willingness to travel both locally and internationally as required
- Fluency in spoken and written English
- Work beyond official working times
- Driver’s license is essential