

GRIP - INTERVENTION PROGRAMME

JOB DESCRIPTION CEO

Reports to: Board of Trustees

TASKS AND RESPONSIBILITIES

Legal Compliance:-

- Ensure that Corporate Governance is adhered to at all times.
- Keep abreast of Legislation and changes impacting on GRIP.
- Enact upon implementation of corrective actions to comply with Legislation.
- Ensure that no prosecutions, fines or bad press results due to non-conformance of Legislation.

Delivery of Quality Services:-

- Ensure all survivors;
 - Receive comprehensive medical attention and treatment as per GRIP's constitution and that they return for their HIV/Aids results within 4 days to ensure appropriate intervention have their police and medical case numbers for follow up purposes.
 - Receive user friendly pre-court training & support and are empowered for court attendance.
 - Push for the South African Protection Forces to conduct full investigations.
 - Supervise all referrals to Social Services and ensure follow-up.
 - Address all social circumstances that lead to neglect and further abuse, provide short term support.
 - Ensure that weekly advocacy and awareness programs are conducted.
 - Liaise with recipients & partners of GRIP services (circuit managers, schools, hospitals, tradition healers, police etc) regarding nature and quality of delivery
 - Collaborative improvement plans.
 - Gather information on each programme and compile progress reports including challenges and successes.
 - Ensure that the overall running of each program is legitimately adhered to in terms of funders' expectation and service delivery as pledged by GRIP (incl. budget, admin, equipment, materials, logistics, activities, training, reporting etc).
 - Strict stock-taking of GRIP's outsourced materials.

Organisational Capacity:-

- Identify critical positions in GRIP.
- Devise and implement short, medium and long term plans to mentor or recruit for critical positions.
- Identify and manage the strengths and weaknesses of Staff.
- Identify Staff with potential and build on their contribution.
- Implement and maintain a "Wellness Programme" for Staff.

Management:-

- Keep an eye on staff morale and implement ways, or events, to boost, improve and correct negativity.
- Serve as a role model for all internal and external role – players.

- Monitor the performance and progress of all activities.
- Implement and maintain an effective staffing recruitment policy.
- Provide supervision to the Deputy CEO on a monthly basis.
- Meet with the Financial Manager on a monthly basis.
- Perform quarterly staff performance appraisals with all Staff.
- Follow up on all resolutions and duties given to Staff.
- Manage and evaluate all Staff Members' work as related to GRIP's target achievements.
- Implement and maintain the Organogram.
- Perform "sanity" checks on all the Care Rooms annually.
- Perform a SWOT analysis on an annual basis and report it to the Board of Trustees.
- Oversee the implementation of an effective administrative system, including financial reporting, throughout GRIP.
- Provide inputs to business plan and give the Operations input in all decision-making and policy making demands of GRIP. This includes strategic plans and time-frames.
- Conduct periodic training sessions for Trauma Counselling.
- Encourage and source new training for Defusers and Operations Staff.
- Quality control of all training facilitated or attended b GRIP staff.
- Ensure structures are in place and working to provide & manage meaningful information for decision making, reporting, presentations e.g. databases, software systems, e-mail, internet.
- Ensure all Staff are aware of and understand GRIP's policies and procedures.

Area Management:-

- Open new victim friendly police support and training facilities in the Lowveld area.
- Open up new pre-court training centers according to funders' schedules and involve school volunteers in this program.
- Oversee monthly inspections of the Court rooms and the Police room Conduct monthly meetings with the relevant staff, volunteers and role-players to address problems from both sides and find solutions.
- Limit pre-court training to a maximum of four sessions so that GRIP is not exploited.
- Oversee that M & E have access to the court, and ensure the presence of a CPU office prosecutor to answer the complainant's questions.
- Ensure that travelling costs to survivors are accounted for - and properly administrated.
- Hold quarterly meetings with the prosecutors and chief prosecutor re the running of the rooms, GRIP's contribution, and areas for improvement.
- Prepare comprehensive monthly operations reports (figures, costs, attendance etc) bearing in mind that this information will ensure a 'successful' relationship with the funders.
- Assist with preparation of Media releases and public presentations.
- Participate with the board in all decision making & policy making demands of GRIP (including budgets, strategic plans, timeframes, policy and procedure etc.)

Counselling:-

- Be available for trauma defusing, counselling and care of all survivors on a 24/7 basis.
- Monitor the Area Managers follow up and debriefing sessions.
- Function as an impartial & sensitive 'ear' for all members of the team.

Public Relations:-

- Be the “face of GRIP” and continuously promote GRIP’s services to the Donors, Government and Communities.
- Be the point of contact for all media related issues.
- Liaise with local newspapers.
- Ensure that GRIP maintains a highly regarded image, both locally and internationally.
- Approve, supervise and participate in all awareness raising opportunities.
- Network with other NGO’s in the area.
- When required, participate in public speaking events and give presentations.

Fundraising:-

- Source and apply for a minimum of 6 new funding applications per month.
- Work closely with the Communications Officer and the Financial Manager in completing funding proposals.
- Motivate funding requirements, shortfalls and contingency plans.
- Participate or host a minimum of 4 local fundraising events on an annual basis.
- Attend any, and all, briefing sessions for funding proposals.

Reporting:-

- Ensure that the relevant staff is well informed regarding the donors’ rules, regulations, guidelines, policies and reporting formats.
- Ensure all Donor reports are completed correctly and timeously.
- Keep Donors informed of GRIP’s progress by sending monthly reports, stats, stories and pictures.
- Consolidate information from various departments into a comprehensive monthly report.

Meetings:-

- Conduct regular staff meetings, at least one a month.
- Attend all Board meetings.
- Ensure a set structure at meetings.

Administration:-

- When necessary, create staff memorandums to communicate relevant information.
- Answer relevant correspondence.
- Have a working knowledge of the budgets.
- Complete monthly report and submit to the Board of Trustees by the 15th day of each month.
- Complete relevant Donor reports and submit to the Communications Officer by the 5th of every month.
- Submit Daily Attendance Register and Time Sheet to the Finance Department on the 1st of every month.
- Submit monthly planner to the Communications officer by the 17th of every month.
- Submit log sheets for personal vehicle to the Finance Department on the 15th of every month.
- Complete Weekly Vehicle Movement form every Friday for the following week.

- Send all correspondence to the Communications Officer for approval before sending out to donors.
- Answer and attend to correspondence timeously.
- Develop and maintain an effective communication system between the Beneficiaries and Management.
- Ensure Board of Trustees receive all communications with regards to Governance and Trustee related issues.

General:-

- Attend networking sessions and meetings when necessary.
- Liaise with other staff members when necessary.
- Attend relevant training when requested by Management.
- Attend staff meetings.
- Keep up to date with GRIP processes and policies.
- Communicate with other staff members when necessary.
- Keep up to date with new laws regarding sexual and gender based violence and HIV/AIDS.
- Ensure there is an up to date filing system of both hard and soft copies of all communications.
- When required to transport survivors, or non-GRIP staff, ensure they sign an Indemnity Form before travelling.