

## JOB PROFILE

**Position Title:** Deputy Director – Operations and Organisational Development

**Reports To:** Director

**Location:** In the secretariat office, Johannesburg, South Africa

**Duration of contract:** 3 year contract with possibility for extension based on funds mobilised and performance

**Purpose of Role**

To lead on key internal functions of the organisation necessary for externally facing programmes and campaigns to successfully deliver

**Key Responsibility Areas:** Leadership on organizational development, operations, monitoring and evaluation, partnerships and contracts management, funding administration, and board administration.

No.	Work area	Accountability to
1	<p><b><u>Operations Management</u></b></p> <ul style="list-style-type: none"> <li>- Review and update operational policies, systems and protocol</li> <li>- Ensure that the organisation’s technology and infrastructure is adequate to support programme and campaigns work</li> <li>- Develop, update and monitor risk management plan</li> <li>- Management of operations at the level of travel and meeting logistics, including ensuring we have adequate systems and procedures for the same</li> <li>- Support and oversight of office administration and management</li> </ul>	WoMin Director
2	<p><b><u>Monitoring and Evaluation</u></b></p> <p>Give leadership and direction to the organisation’s M&amp;E system:</p> <ul style="list-style-type: none"> <li>- Ensure that our strategy reflects a clear feminist orientation and evolves to deepen tools and embrace our new learnings</li> <li>- Provide oversight and support to reporting systems within agreed M&amp;E framework</li> <li>- Ensure that reporting formats are appropriate to our reporting needs (including to donors) and submitted by staff to schedule</li> <li>- Provide training and support on the implementation of the M&amp;E system</li> </ul>	WoMin Director
3	<p><b><u>Human Resources and Organisational Development</u></b></p> <ul style="list-style-type: none"> <li>- Manage the organisation’s HR policies and systems</li> <li>- Ensure development of and updating of organisational policies that improve organizational performance and effectiveness</li> <li>- Oversee organisational health and monitor our commitments to build as a feminist organisation, advising the leadership team as needed</li> <li>- Work with staff to resolve HR (admin) issues</li> </ul>	WoMin Director

	<ul style="list-style-type: none"> <li>- Lead on efforts to define organisational capacity needs, organisational structure, and lead on staff recruitment and induction</li> <li>- Ensure that we have the necessary recruitment and induction systems, procedures and resources</li> <li>- Develop and maintain documentation regarding operating systems, policies, procedures, and processes</li> <li>- Oversee and support consultant and staff contracts management</li> <li>- Oversee implementation of following policies             <ul style="list-style-type: none"> <li>- Risk and Safety Strategy</li> <li>- Self-care Policy</li> <li>- Safeguarding Policy</li> </ul> </li> <li>- Overseeing partnership policy and supporting systems and the effective management of partnership relations across the alliance</li> <li>- Administration of the WoMin Alliance Trust, ensuring that the organisation fulfils its founding commitments and meets its reporting obligations to the South African government</li> <li>- Board administration, including the coordination of meetings, preparation of board packs, minute-taking, follow up on board tasks and agreements etc.</li> <li>- Lead on annual operational planning and budgeting, ensuring that plans are concluded and signed off by the Board at end-December of the preceding year</li> <li>- Oversight of the financial management of the organisation, working with the finance team to ensure:             <ul style="list-style-type: none"> <li>- that organisational reports to leadership, programme team and donors are delivered timeously</li> <li>- the organisation has the necessary finance policies, systems and procedures</li> <li>- safeguards are in place and updated as needed etc.</li> </ul> </li> </ul>	
<p><b>4</b></p>	<p><b><u>Grants administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that WoMin maintains an up-to-date donor register and meets its reporting obligations as required</li> <li>• Ensure that the different organisational units and programme staff service donor needs and requirements</li> <li>• Adjust our donor management and information system as required to support emerging organisational needs</li> <li>• Troubleshoot at all organisational levels to ensure that donor accountabilities are met without fail</li> </ul>	<p>WoMin Director</p>
<p><b>5</b></p>	<p><b><u>General responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Contribute to organizational planning and decision-making as mandated</li> <li>• Teaching, training and public education including presentations at conferences as required</li> </ul>	<p>WoMin Director</p>

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|  | <ul style="list-style-type: none"> <li>• Writing papers, articles and media opinion pieces and engage the media as required on WoMin's work and campaigns</li> <li>• Maintain a broad knowledge of organization and project activities and serve as a resource to staff.</li> </ul> |  |
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### **Skills and Qualifications:**

#### **Education:**

Masters level degree in relevant field (Development Studies, Social Sciences, International Relations etc.) or equivalent accumulated work experience. Note: WoMin does not privilege degrees over work experience.

#### **Experience:**

- A minimum of 10 year's working experience in some or all of the areas of responsibility outlined in the job profile, with great preference for experience gained in the not for profit sector
- At least 4 years' management experience, preferably in the African context
- Knowledge and understanding of monitoring and evaluation systems and procedures with an ability to conceptualise these in ways that support a feminist and movement building agenda
- Deep experience in the crafting of organizational policy, systems and procedures that (would) enable an open, participatory, reflective and caring feminist organisation
- Proven excellence in human resource management which reflects and supports the organisation's commitments to Pan Africanism, multi-culturalism and all forms of diversity
- Demonstrated excellence in multi-tasking, time management, and flexibility
- Excellent in project management and logistical operations

#### **Knowledge and skills:**

- Proven experience in development of strategic and annual budgets
- Management and supervisory skills
- Writing and analytical skills
- Good communication, interpersonal and listening skills
- Computer literacy
- Driver's license is desirable
- Excellent cross-cultural communication skills
- Strong problem-solving, analytical and decision-making skills
- Flexibility, ability to work independently and meet deadlines

#### **Language skills:**

- Very good command of spoken and written English
- Fluency in written and spoken French and/or Portuguese is most desirable but not a requirement for the job.

#### **Values and personal attributes:**

- Ability to work under extreme pressure
- Participatory and democratic leadership style but able to act decisively and firmly when needed
- Willingness to work beyond official working hours
- Self-motivated, uses initiative and able to work without supervision
- Organised and accurate
- Integrity, honesty and respect for confidentiality
- A strong inclination to social justice
- Supportive of women's rights.

We are committed to recruiting a black African woman with origins in Southern, East or West Africa. The candidate must have an existing right to work in South Africa.