

JOB DESCRIPTION EXECUTIVE DIRECTOR, GREENPEACE AFRICA

Job title	Executive Director
Grade	21
Unit	Executive Office
Reporting to	Greenpeace Africa Board of Directors
Direct reports	Senior Management Team (SMT), Executive Assistant, Governance Coordinator

PURPOSE OF THE ROLE

- Responsible for the successful leadership and management of the organisation according to the strategic direction set by the Board of Directors. The Executive Director is appointed by the Board and provides day-to-day leadership and manages the organisation to achieve its objectives.
- Working closely with the Board and staff, the ED develops broad support for a well-articulated vision, implementation strategy and analyses. By recruiting and retaining a high-performance team and establishing key relationships, the ED ensures that this vision is translated into programmes and actions that clearly deliver year on year progress.
- Within the Secretariat the ED ensures that there are relevant administrative processes, adequate controls and financial systems so that the organisation is an effective steward of the funds placed at its disposal and meets high standards of accountability and transparency.

KEY PERFORMANCE AREAS

Leadership and Culture

- Oversee, cultivate, and promote the brand image, values and culture of Greenpeace Africa to internal and external stakeholders
- Act as a change agent and provide leadership towards Greenpeace's commitment to diversity and inclusion
- Ensure alignment of Greenpeace's mission, vision, and values with departmental objectives, ensuring all management, staff and volunteers have a shared vision and goals, as well as the competency and motivation to achieve them
- Demonstrate an understanding of Africa's unique social, economic, and environmental issues relevant to the Greenpeace agenda in Africa
- Ensure the execution of effective and seamless change management processes
- Demonstrate a collaborative leadership style towards employees and all stakeholders
- Mentor and grow leadership from within

Strategy

- Ensure an effective process in the development and implementation of three-year strategic plans
- Establish the direction and objectives for Greenpeace Africa policies and programmes, while contributing collaboratively to the overall achievement of strategic objectives of Global Greenpeace
- Direct, oversee, and ensure the implementation of the Board's directives and facilitates communication between the Board and Greenpeace Africa with regards to progress towards strategic objectives
- Ensure the development and implementation of creative and innovative campaigns that are solutions oriented, locally relevant, and engage thousands of people

Communications, Relations, Advocacy

- Advance the work of Greenpeace Africa with regards to driving independent and collaborative global campaigns, advocacy, and outreach to the public, government, and other international organisations
- Develop effective relationships and collaborative partnerships with external and internal stakeholders
- Communicate in a manner that demonstrates commitment and conviction, inspiring and empowering audiences to take action
- Engage key stakeholders and/or decision-makers by being able to present complex issues with clarity, supported by a demonstrated understanding of the policy process
- Represent the organisation in all functional areas and creative and innovative campaigns that are solution-oriented and locally relevant

Operations

- Manage direct reports and SMT
- Oversee the planning, implementation, management, and evaluation of all aspects of GPAf programs in alignment with the organisational strategy, policies, procedures and relevant laws
- Work with Senior Management Team (SMT) to develop results-driven strategies for all Departments
- Maintain trusting relationships and work closely with Greenpeace globally, direct reports across various functional areas - Programs, Finance, Fundraising, Human Resources, Engagement, and create a cohesive team across the Organisation
- Oversee coordination of all GPAf Departments with SMT, ensuring staff are competent and motivated to achieve Departmental objectives
- Implement a people strategy that motivates staff to achieve their full potential

Organisational effectiveness

- Oversee the development of operational plans, based on analyses of priority conditions on the continent, with clear objectives that clearly contribute to GPAf's vision and strategic direction
- Support the effective functioning of the Board, any committees appointed by the Board and staff in support of GPAf's mandate, vision and strategy
- Provide leadership to ensure effective operation of the Board and any sub-committees, ensuring the effective governance of the organisation and their contribution to GPAf's goals

Resource and Financial Management

- Identify the programmatic and operational resource needs of GPAf and ensure that these needs are met
- Support the Development team in establishing and implementing a resource mobilisation strategy that identifies funding sources for GPAf's operating and programme budgets
- Oversee the preparation and control of annual financial budgets which reflect the agreed programme and operational priorities as approved by the board
- Submit annual budgets to the Board for approval. Control expenditure to meet budget allocations and resources at hand
- Ensure funds are properly allocated and that expenditure is tracked and resources applied in an efficient manner
- Oversee the effective financial management of the organisation and ensure that financial and accounting systems are in place to effectively record and report application of funds

Innovation and Collaboration

- Challenge the status quo with 'out-of-the-box' solutions
- Promote and encourage staff to create and share new ideas
- Build a culture that supports innovation, risk-taking, and learning

REQUIRED QUALIFICATIONS AND SKILLS

- **Academic qualifications and experience:** A minimum of a Bachelor's degree, at least 5 years in non-profit senior management with a strong African perspective;
- **Visionary and strategic thinking skills:** to provide leadership for the strategic management of GPAf programs and campaigns; to establish the direction and objectives for GPAf policies and programs and to contribute to achieving the strategic objectives of the global Greenpeace;
- **Leadership skills:** to provide direction for the development of GPAf strategic policy; to lead the planning for large campaign and fundraising initiatives; to provide advice to the Board of Directors; to develop and implement an effective and respectful Greenpeace employee relations culture; to motivate managers and staff;
- **Management skills:** (proven senior management experience preferred minimum of five years): to provide leadership to the Senior Management Team in managing GPAf's activities; to resolve broad and complex issues and problems often of a highly sensitive nature; to ensure the effective management and control of Greenpeace financial resources;
- **Resource mobilization skills and experience:** knowledge and experience of individual giving programs and movement-building approaches will be a distinct advantage;
- **Analytical and problem solving skills:** to identify and anticipate broad and strategic environmental and media issues which impact the mandate of Greenpeace; to provide leadership to Greenpeace staff in the

development of strategies and responses related to these issues;

- **Communication and presentation skills:** excellent written and oral communication skills, to present complex issues with clarity to a wide variety of audiences; to provide advisory and reporting services to the Board Chair and the Board of Directors; to promote Greenpeace and to respond to issues with the media; to prepare staff communication documents; fluency in French is a definite asset.
- **Negotiation and listening skills:** to provide leadership in the resolution of issues within Greenpeace through discussion with the Senior Management Team; to resolve labour relations issues; improve integration between departments; advocate on behalf of positions taken by the Board and SMT and reduce barriers between country offices.
- **Commitment to change:** demonstrate commitment to issues of environmental, organizational and social change at both the national and international levels.
- **Other qualities:** Very good and demonstrated interpersonal and communication skills; flexible in the face of changing circumstances; Ability to cope with stress resistance/management; able to work under pressure; pays attention to detail; ability to travel extensively both throughout the continent and globally.

KNOWLEDGE REQUIREMENTS

- Knowledge of the overall mandate goals and intent of Greenpeace (including organizational structure, policies, guidelines, programs, history and project activities): to provide leadership and direction for all activities of GPAf;
- Knowledge of environmental issues and the politics influencing public and private institutions both regionally and internationally: to understand how they interact and influence each other, and the public; good knowledge and understanding of the INGO and NGO sectors and a profound understanding of the environmental challenges faced by the peoples of Africa,
- Knowledge of effective fundraising strategies: to appreciate the challenges of fundraising for an organization that relies on public donations and to provide leadership for a fundraising program that will sustain and grow the organization;
- Knowledge of financial management, budget preparation and control: to oversee the planning and development of the GPAf budget for approval by the Board of Directors, and to oversee the management and control of the Board approved budget; to direct long term financial and strategic planning for the organization;
- Knowledge of human resources management principles: to establish and sustain a positive and progressive employee relations culture and to ensure the development and implementation of human resources policies and procedures which promote and support this culture; to promote and foster team work across the organization;
- Knowledge of communication and media relations theory, principles and strategies: to effectively represent and promote Greenpeace in public forums; to provide leadership in the development of successful media relation strategies