

**MANAGING DIRECTOR, GRS SOUTH AFRICA  
JOB DESCRIPTION**

**Title: GRS South Africa Managing Director**

**Station: Johannesburg or Cape Town (Johannesburg preferred)**

**Reports to: Africa CEO (operations) and GRS SA Board (local strategy and fiduciary)**

**Compensation: Negotiable**

**Responsibilities**

- Ensure that Grassroot Soccer (GRS) South Africa's health programmes for high-risk adolescents are the focus of GRS SA's executive work
- Personal and professional commitment to ensuring youth are at the centre of GRS model and programmes
- Lead, oversee and monitor the annual work plan and budget in co-ordination with the GRS SA Management Team and in synergy with GRS Global Organisation and ensure sound review and reporting on performance, achievements, challenges and proposed adjustments as necessary
- Ensure, together with the executive and the external auditor, the timely finalisation of GRS SA's annual accounts and reporting
- Design, propose and execute the 2017-2020 GRS SA Strategic Plan, together with the Management Team, Africa CEO (Global Organisation) and Director of Strategy (Global Organisation), and within the framework given by the Boards of Directors and Global Organisation

**Team Management**

- Determine staffing requirements for organizational management and program delivery
- Provide leadership to and manage GRS SA's employees, interns and volunteers engaged in the following activity areas: recruitment, programmes, curriculum & training, M&E, business development, and communications and finance & operations
- Oversee the implementation of GRS SA's policies, procedures and practices, including the development of job descriptions for all GRS SA staff
- Recruit, interview and select staff based on their technical and personal abilities to help further GRS SA's mission
- Ensure that all staff receive an introduction to GRS Global and orientation to GRS SA and that appropriate training is provided
- Coach, empower and provide training within areas of responsibility to ensure growth of GRS SA staff and to optimise results and performances in these areas of expertise
- In consultation with GRS Global organisation, implement a performance management process for all staff, which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Ensure staff discipline when necessary using relevant policies and release staff when necessary using appropriate and legally defensible procedures
- Supervise and coordinate activities with the GRS SA Management Team
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations

- Ensure good information flow, internal communication and collaboration among all GRS SA staff especially within the Management Team
- To be cognisant of the diversity in the GRS SA office and to support and actively encourage integration of all staff, interns & office volunteers

### **Communications, Advocacy and Representation**

- Represent GRS SA in meetings and act as spokesperson in various platforms including with other South/Southern African NGOs, Government officials, institutions, community groups, academia, corporations, major donors, etc
- Ensure, together with the Business Development & Communications Team of GRS SA and GRS Global, that GRS advocacy positions/messages are appropriately represented to relevant authorities, organisations, media and civil society in Southern Africa. New major positions must be communicated and discussed with GRS Global Organisation
- Ensure that GRS identity, mission and name is used in a representative and consistent manner across all activities of GRS SA
- Act as GRS SA's official spokesperson, in co-ordination with the GRS Global Organisation and GRS SA Board

### **Accountability to, and collaboration with the Board and GRS Global Organisation**

- Identify, assess, and inform the GRS South Africa (SA) Board of Directors and GRS Global of internal and external issues that affect the organization
- Foster effective team work between the GRS SA Board and GRS Global and between GRS Global staff and GRS SA staff
- Provide the SA Board and GRS Global with all material information needed to assist in the task of policy shaping and being the guarantor for the organisation
- Provide the SA Board and GRS Global with necessary documentation and reporting for the review of executive activities and performance results, and participate in all SA board meetings & Annual General Meeting
- Together with the SA Management Team and GRS Global, propose Board meeting agenda points
- Work with the Board to ensure active participation in the international platforms of GRS
- Participate in an annual evaluation conducted by the Board of Directors and GRS Global

### **Collaboration with GRS Global Organisation**

- Work with the Senior Management Team (SMT) of GRS Global to strive for continuation of meaningful and efficient operational co-ownership and creative implementation of GRS Global strategy
- Contribute to discussions on strategy with GRS Global and ensure participation and sensitisation of all members of GRS SA's Board and management team on these topics
- Ensure the implementation of GRS Global's management tools (Salesforce for M&E, accounting, HR, Google Drive for knowledge management, etc.)
- Build and maintain networks with other Flagship Managing Directors and global partners of GRS
- Build and maintain relations with the GRS Global SMT

## **Requirements**

### **Candidate Profile**

- Genuine commitment to and understanding of adolescent health issues and the aims and objectives of GRS
- Ability to develop vision and a proven track record of translating concepts into practice, and research into action
- Strong leadership capacity and ability to lead a senior management team, as well as support and foster a healthy inter-disciplinary and multi-business unit working environment.
- Strong interpersonal and communication skills
- Strong conflict resolution and management skills
- Strong organisational, strategic planning and reporting skills
- Politically aware and personally resilient, with the ability to assess and influence internal and external politics to the advantage of our programme participants
- Excellent presentation skills including for media interviews and speaking in public
- Willingness to learn about the Southern African context and sub-national geographies (provincial, district) relevant for GRS operations
- Ability to adapt to various computer-assisted management tools
- Ability to travel at short notice nationally
- Willingness to deal with crises outside of office hours if and when they arise

### **Knowledge and experience**

- At least 5 years of proven management experience including change management and team development
- Understanding and knowledge of the health, socio-political and economic dynamics in Southern Africa
- Knowledge of international political issues
- Working experience in cross cultural settings
- Understanding of financial and operational management issues
- Direct experience of budgeting, fiscal control and financial planning
- Understanding and experience in fundraising

### **Qualifications**

- A relevant undergraduate degree required with a post-graduate degree preferred

### **Language skills**

- Fluent written and spoken English, preference for working knowledge of Xhosa or Zulu