



Out-Right Namibia (ORN)

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OUT-RIGHT NAMIBIA (ORN)

JOB DESCRIPTION

DIRECTOR

The Director is the Chief Executive Officer of Out-Right Namibia. The Director reports to the Board of Trustees and is responsible for the organization's consistent achievement of its vision, mission and strategic objectives.

Job Purpose: Under the direction of the Board of Trustees the Director is responsible for the overall management and operations of Out-Right Namibia and protection of the organization's financial assets while ensuring compliance with Board's directives.

The ideal candidate must be self-motivated, energetic and highly organized with an understanding of the multi-layered issues facing organisations working on HIV/AIDS and Key Populations.

Reports to: The Board of Trustees

Responsible for: Coordinator Programmes and Operations; Coordinator: Finance and Administration; Coordinator: Human Resources and Regional Coordinators

In program development and administration, the Director will:

Specific responsibilities:

1. Assure that the organizations long term strategies are implemented so that it achieves its vision and mission by making consistent and timely progress.
2. Provide leadership in developing programme, organizational and financial plans and systems with the Board of Trustees and staff, and carry out plans and policies authorized by the Board.

3. Establishment and support of the organizational expansion initiatives.
4. Promote active and broad participation by members and beneficiaries in all areas of the organization's work.
5. Maintain official records and documents, and ensure compliance with national regulations.
6. Assure that the organization has annual operational and activity plans developed, and ensure Board approval is received.
7. Serve as secretary to the Board of Trustees meetings and identified Board Committees.
8. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Director will:

1. See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Meet, correspond and liaise with partner and donor organizations on organizational matters.
3. Publicize the activities of the organization, its programmes and goals.
4. Establish sound working relationships and cooperative arrangements with organizations and community groups.
5. Represent the programmes and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Director will:

1. Be responsible for the recruitment, management, and release of all personnel, paid staff, members and beneficiaries.
2. Ensure that job descriptions and individual performance contracts are developed, and regular performance evaluations are conducted, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff, members and beneficiaries' development and education, and assist programme staff in relating their specialized work to the total programme of the organization.
5. Maintain a climate that attracts, retain, and motivates a diverse staff compliment.

In budget and finance, the Director will:

1. Be responsible for developing and maintenance of sound financial practices.
2. Work with the Managers: Programmes and Finance, and the Board in preparing organizational budgets; and ensure that the organization operates within budget guidelines.

3. Ensure that adequate funding is available to enable the organization to carry out its work.
4. Prepare and present quarterly financial reports to the Board.
5. Ensure that annual external auditing is done timely.
6. Jointly, with the Chairperson of the Board of Trustees, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

In organizational development, the Director will:

1. Ensure that organizational development plans are implemented.
2. Be overall responsible for the continuous evaluation of the organization's strategic plans and other developmental plans.
3. Ensure that the organization engages in various self-sustaining income generating activities.

The post holder will additionally undertake from time to time certain mutually agreed tasks relating to ORN as assigned by the Board of trustees.

Minimum Requirements

- A recognised Bachelor's Degree in Business Administration or other relevant disciplines from reputable tertiary education institutions.
- Minimum of 5 years of progressive management experience in the non-governmental sector and a valid drivers' license will be an asset.
- Knowledge and experience in leadership and management principles as they relate to non-governmental organizations
- Knowledge of the legal environment applicable to non-governmental (NGO) sector
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources, financial and project management
- Proficiency in the use of computers (Word, Excel etc)