**ROLE DESCRIPTION**

1. **POSITION DETAILS**

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| **Position Title:** | **Executive Director** |
| Position Holder: |  |
| Position Reporting to: | The Board |
| Date Approved: |  |

1. **POSITION PURPOSE**

Provides overall leadership of the organisation and its core functions in a manner that is commensurate with the authority conferred by the Board of Directors.

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| **3. KEY ACCOUNTABILITIES** |
| **OUTPUT 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Participates (in collaboration with the Board) in the “visioning” and formulation of the organisation’s strategy.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****OUTPUT 2:**  |
| Communicates and leads the implementation of the organisation’s strategy. |
| **OUTPUT 3:**  |
| Fundraising  |
| **OUTPUT 4:** |
| Overseeing and safeguard the financial and human resources of the organisation. |
| **OUTPUT 6:**  |
| Assures the establishment and implementation of communication systems between and among organisational “departments”. |
| **OUTPUT 7:** |
| Assures maintenance of active communications with internal and external stakeholders. The latter includes but is not limited to anti-corruption government agencies, national departments, provinces, municipalities, the South African Police, organised labour, NGOs’, business, media the public and international anti-corruption bodies. |
| **OUTPUT 8:**  |
| Provides strategic guidance in the development of advocacy campaigns and training programmes. |
| **OUTPUT 9:** |
| Participates in advocacy campaigns that are designed to increase awareness of corruption and to promote good governance practices. |
| **OUTPUT 10:** |
| Work Ethic and Culture* Assures that employees act with integrity, maintain impartiality, act without fear, favour or prejudice and not for personal or third party gain; and
* Encourages a work culture that delivers results efficiently and effectively, where staff is recognised for their efforts and contribution in the fight against corruption.
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1. **DECISION MAKING**
* **Operates within the policies, systems and procedures of Corruption Watch**
* **Works under the guidance and direction of the Board of Corruption Watch**
* **Operates as part of the Management Team of Corruption Watch**
* **Builds and implements relevant financial policies and procedures and ensures compliance.**
1. **COMMUNICATION**

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| **WHO?**  | **WHY?**  | **HOW Often? \*** |
| All HODs | Provide financial and admin assistance | C |
| Corruption Watch staff | Assist on ad hoc admin and financial related matter | C |
| Donors? | Donors financial report | I |
| Board? | Strategic organisational Performance Report | I |
| Other stakeholders? |  | I |

**\* C = Constantly W = Weekly S = Seldom**

**D = Daily M = Regular Monthly I = Intermittent but intense**

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| 1. **POSITION INPUTS**
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| Qualifications & Experience:* A Master’s degree in Law and/or Economics and/ or Business Administration; and
* 10 years’ experience in legal practice or adjudication field, or the field of human rights advocacy of which 5 years must have been in a leadership position or at senior management level
 | **Knowledge:*** knowledge of legislative environment within which CW operates
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| Skills:* Leadership
* Ability to interact with stakeholders at a senior level e.g., Ministers and Director-Generals in the public sector and Chief Executive Officers in the private and non-governmental sectors;
* Public relations, media liaison and advocacy skills. The CEO represents Corruption Watch in the public, business and political arena; and

Irreprehensible corporate governance image and track-record  | Behaviours:* Integrity
* Honesty
* Respect
* Patience and work under pressure
* Accuracy
* Teamwork and cooperation
* Initiative
* Concern for quality and order
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