**ROLE DESCRIPTIONlogo_corruption_watch**

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** | |
| 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 |
| 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 |