

Position Profile: Director

Importance of Position:

Slum Dwellers International (SDI), the leading international network representing the needs, interests and voice of the world's urban poor, wishes to recruit a **Director**. This is an extremely exciting and challenging position, providing an outstanding opportunity to work with a multi-national network that has been internationally recognised for its ability to mobilise and deliver grassroots leadership and innovation in cities of all sizes. Two decades of savings-driven and women-led organisations have placed SDI in a unique position to ensure that organisations representing the urban poor are recognised as a significant resource to confront global challenges such as climate change, inequality and the absence of social justice. These global challenges will not be solved without the active involvement of all citizens, especially slum dwellers.

SDI is currently in the process of re-building and realigning the Cape Town-based Secretariat, a process which will be completed by the incoming Director. S/he will assume overall responsibility for the Secretariat, implementation of the Strategic Plan, providing strategic and administrative support to the new Management Board whilst ensuring high-quality management of SDI's human and financial resources. This position needs a Director who can provide a rare combination of strategic leadership and professional management in a very challenging and exciting environment. S/he will work closely with the national Federations, the Management Board and SDI's national and international partners to advance the agenda of the millions of slum dwellers who are consistently penalised by outdated and exclusionary approaches to city management and international development.

Reporting Structure

The Director reports, and is accountable to, the Management Board. The Director sits on the Board in an *ex officio* capacity. S/he maintains regular contact with the Chair of the Board, and Board members with specific responsibilities.

Ideal Qualifications and Experience for the Position:

Applicants should hold at least a Bachelors' Degree in a relevant discipline. A higher degree in a relevant discipline will be an asset. In addition to formal qualifications, applicants should have a minimum of fifteen years relevant organisational and developmental experience, of which at least five years would be in a senior / decision-making role.

Applicants should demonstrate a good understanding of the political, social and economic environment in which SDI operates, as well as significant players in the field. As this is a multi-national position, experience of working in different regions of the global south would be a definite asset. Familiarity with the major national and international actors operating in this field would also be an advantage.

Candidates should be proficient in English - additional languages would be an asset. Candidates should also be proficient with a recognised suite of computer programmes, and able to work remotely when required. Above all else, s/he will

be a self-starter, able to motivate and lead staff and work with the Board to drive the organisation forward. The position may require extensive travel, subject to the ongoing Covid-19 situation.

On-the-job Training:

A comprehensive induction programme will be designed and tailored around the successful applicant. SDI encourages all staff to continue learning as part of their career development.

Career Path:

The Director is the most senior employee in the organisation. As the Chief Executive Officer, s/he will be able to have a significant impact on the overall style and trajectory of SDI as an international organisation. The SDI Management Board will take the necessary steps to ensure that this is a position that encourages and promotes continuing personal and career development.

KPI	TASK	MEASURE
1. Strategic	<p>Strategy:</p> <p>1. Support the Board in preparing key strategic policies, including multi-year plans.</p> <p>2. Present innovative approaches to guide the network and Secretariat in developing new strategies and initiatives.</p>	<ul style="list-style-type: none"> - Five-year Strategic Document submitted to the Board. - Innovative input by Director/Manager. - Active involvement of federation members, and staff. - Regular consultation and engagement with SDI partners.
	<p>Funding:</p> <p>Source funding to support national Federations, Secretariat functions and Programme activities.</p>	<ul style="list-style-type: none"> - Cashflow of SDI reflects sufficient resources. - Board actively engaged in fund raising activities. - Funding pipeline in place. - High-quality donor proposals.
	<p>Advocacy:</p> <p>To position SDI</p> <p>(i) in setting global agendas on issues affecting members (informality; inequality; women leadership; etc)</p> <p>(ii) in relation to contemporary challenges, such as climate change, Covid-19 etc.</p>	<ul style="list-style-type: none"> - Proactive engagement with issues of the day. - SDI's international profile enhanced. - SDI's involvement in major national and international programmes and events.
	<p>Education:</p> <p>1. Generate opportunities within the SDI network to sustain a culture of learning and education across the whole network.</p> <p>2. Foster and strengthen the development of online social networks to enable and strengthen internal learning / Communities of Practice.</p> <p>Research:</p> <p>1. Commission or undertake research to ensure that SDI remains on the edge of</p>	<ul style="list-style-type: none"> - Inclusive, affordable relevant informal vocational education and training delivered to federations and staff. - Promote ongoing learning and education throughout the network through Communities of Practice (CoPs) and other mechanisms. - Strategy, advocacy, and progressive policies informed by high quality, up to date research. - Existence of mutual and productive outreach relationships with institutions of Higher Learning, especially in country of origin.

	<p>challenges and opportunities facing the urban poor.</p> <p>2. Engage universities to support, and be supported by, the outreach programmes which impact the urban poor; and expand SDI's reach, advocacy opportunities and national and international profile.</p>	<p>- SDI's national and international profile enhanced.</p>
2. Operations	<p>Programmes:</p> <p>1. Overall responsibility for the implementation of the Strategic Plan;</p> <p>2. Generate annual work plan and budget.</p> <p>3. Operationalise plan and budget per month.</p> <p>4. Develop and manage a Participative Monitoring, Evaluation and Learning (PMEL) framework.</p>	<p>- Regular reporting to the Board on progress;</p> <p>- Programmes rolled out as per timeline, milestones, and on budget.</p> <p>- Progressive M&E reporting and feedback loops.</p> <p>- Engaged and empowered members and staff.</p>
	<p>Grant Management: Manage allocation of grant funding per intended recipient or project.</p>	<p>- Monthly accounts per grant/project available by 7th of the month.</p>
	<p>Support to Federations:</p> <p>1. Strategic advice and support provided to Federations.</p> <p>2. Respond to Federations request for specific support.</p> <p>3. Support Federations to develop continuous learning and training.</p>	<p>- Empowered and engaged Federations.</p> <p>- High-quality and timely responses to Federations.</p> <p>- Emergence of new levels of skilled Federation members.</p>
3. Secretariat	<p>Staff:</p> <p>1. Manage and lead Secretariat Staff and other providers and ensure compliance with all relevant SA employment laws.</p> <p>2. Generate a culture of trust, transparency and mutual respect.</p>	<p><u>Legal:</u></p> <p>- All employee-related documentation e.g. leave register, contracts, fixed term contracts et al.</p> <p>- Returns submitted timeously.</p> <p><u>Performance:</u></p> <p>Staff performing to standards required. Bi-annual reviews, with actions as required.</p> <p><u>Culture:</u></p> <p>- Qualitative measure of staff satisfaction and motivation through regular, structured performance reviews.</p> <p>- Active and engaged staff members.</p>
	<p>Internal and External Communication: Plan and provide communication of SDI activities and achievements to all relevant parties.</p>	<p>- All parties – internal staff, donors, federations, press and others regularly informed of SDI activities in an accessible format.</p>

		- Positive feedback from members and partners
	<p>Finance and Administration:</p> <p>1. Ensure that high-quality fiduciary governance and standards are achieved and maintained.</p> <p>2. Ensure due diligence concerning all SDI assets e.g. buildings, cars, equipment.</p> <p>3. Ensure that policies and practices are kept under constant review.</p>	<p><u>Internal:</u></p> <ul style="list-style-type: none"> - Compliance with Standard Operating Standards - Accurate Asset Register - Software provisioning and insurance policies up to date. - Monthly accounts available on 7th of the month <p><u>External:</u></p> <ul style="list-style-type: none"> - Regular unqualified system and/or financial audits
	<p>Reporting:</p> <p>Ensure the timely provision of required proposals, reports, and financial statements.</p>	<ul style="list-style-type: none"> - Reports delivered timeously. - Ensure that all reports are of high quality and accurate.
4. Special Projects	<p>Turnaround of SDI Secretariat:</p> <p>Oversee implementation of the Action Plan to reconstitute the Secretariat.</p>	<ul style="list-style-type: none"> - Action Plan timelines and milestones achieved. - Consistent and positive feedback from SDI donors and partners.