

## **Chief Executive Officer**

A South African NPO, which is part of an international NPO in the human settlement area, is looking for a visionary, strategic, change-agent, dynamic and highly experienced CEO based on the following:

### **Minimum Requirements:**

#### **Educational Qualifications**

- Post graduate qualifications in any of the following or other related fields: international development, public policy, urban/town planning, development studies, social sciences, business administration, economics, etc.
- An additional qualification in project/programme management would be a distinct advantage

#### **Experience**

- A minimum of 8 years in top / executive management in the relevant sectors
- At least 5 years' experience in senior management in any of the following or related sectors : human settlements, development, donor/funder , build environment, community development, etc.
- Demonstrable experience in conceptualising, implementing and managing successful organisational change/turnaround and innovation initiatives
- Demonstrable experience in overseeing the entire project / programme lifecycle of portfolio of projects simultaneously. This includes all other aspects of project/programme management including project finance
- Practical knowledge and experience of project / programme management – including related systems, tools, techniques, best practices, etc.
- Experience in overseeing projects / programmes in the human settlements or build environment would be a distinct advantage
- Deep knowledge, understanding and experience of the complexities, dynamics and nuances of SA's socio-economic-political landscape in relation to human settlements environment and development in general
- Demonstrable experience in working at the highest echelons with key stakeholders including but not limited to , government, funders/doners, private sector, multinational development agencies, community organisations
- Demonstrable deep experience in resource mobilisation including but not limited to fund-raising, partnerships-building/co-creation, etc.

### **Key Performance Areas:**

#### **Leadership and Strategy**

- Model servant leadership and preserve, uphold , promote and engender the organisation's mission, principles and core values
- Provide strategic and visionary leadership to the entire organisation in order to ensure overall success of the organisation and the achievement of organisational goals, vision and mission
- Lead the development, implementation and continuous monitoring and evaluation of the organisation's long-term strategy and short to medium term business plans contributing to the achievement of the organisation 's vision, mission and goals – including improving access to decent and affordable housing and improving housing security

- Ensure that the organisation provides thought leadership among the relevant stakeholders regarding affordable, decent and habitable housing.

### **Governance**

- Ensure compliance with all relevant internal and external legal compliance requirements according to SA legislation, policy regulations and international best practice aimed at promoting good governance
- Ensure all board resolutions are implemented effectively and efficiently.

### **Operations and Programme Management**

- Lead, collaborating with staff, the annual planning and budgeting process and manage the implementation of the plan and reporting of measurable outcomes
- Ensure and demonstrate good stewardship of resources, and maintain professional relations with consultants, contractors and service providers
- Oversee effective and efficient programme planning, implementation, monitoring and evaluation, through the usage of the relevant systems, tools, techniques in order to ensure that projects / programmes deliverables/outputs are achieved on time, at the right quality and are impactful.

### **Stakeholder Management, Co-creation and Advocacy**

- Establish and maintain excellent and mutually beneficial professional working relationship with the organisation's international structures, including but not limited to Europe, Middle East and Africa Area Office
- Oversee the development, implementation and management of a comprehensive Stakeholder Co-creation Strategy, to among other objectives to ensure that the organisation through co-creating together with relevant stakeholders achieves its goals, mission and vision – in a more efficient, effective and impactful manner
- Oversee the development, implementation and management of an Advocacy Strategy to promote and support policies and systems that advance access to affordable, decent and habitable housing in South Africa
- Promote and maintain cordial, mutually respectful and harmonious relationships with all the organisation's stakeholders including but not limited to various government role-players (national, provincial and local )traditional authorities, councillors, communities, homeowners, funders, donors, regulators and local and international bi-lateral agencies among others
- Represent the organisation before the public authorities and other stakeholders, and act as the main liaison person of HFHSA with the media and other key stakeholders in general.

### **Resource Mobilisation**

- Lead the development, implementation and management of a comprehensive resource mobilisation strategy (which includes fundraising)
- Lead the engendering of a culture of innovation and introduce new and innovative ways of achieving the organisation's goals, mission and vision through more scale, in a more impactful way and also in a way that housing is more affordable, safer, decent and habitable.

### **Implementation and Reporting**

- Ensure that effective financial administrative systems governing the project activities are in place and are in line with the organisation's international requirements
- Ensure proper reporting (technical and financial) to the organisation's international structure using institutional monitoring and reporting tools
- Ensure that the projects count with a proper Monitoring, Evaluation, Accountability and Learning (MEAL) plan and lead its implementation. Identify deviations and or opportunities to be taken and proposing or approving corrective measures.

### **Contingency and Planning, Safety and Security Management**

- Ensure compliance with security procedures and policies as determined by HFHI guidelines, policy and organisational security plans
- Maintain oversight of the larger context and any humanitarian developments in SA and ensure that the international structure is informed of any pressing humanitarian issues and current challenges.

### **Skills and Knowledge:**

- Visionary disposition, strategic and systems thinking ability
- Excellent interpersonal, emotional and social intelligence skills
- Excellent problem analysis and solving skills
- Proactive, self-starter who remains calm when working under severe pressure
- Sensitivity to and ability to work well in an environment with the very diverse cultural dynamics in relation to staff and external stakeholders
- Unwavering commitment to the organisation's principles and values; and its mission and vision.

### **Other Requirements:**

- Excellent communications skills – including excellent command of English both written and spoken
- Good command of at least two other South African official languages – at least one Nguni and one SeSotho related languages
- Excellent computer skills – word, excel, power point
- Valid drivers' licence
- Ability and willingness to travel extensively locally and sometimes internationally.

### **Submission:**

- Comprehensive CV
- Certified copies of qualifications
- Valid South African Identity Document.

### **Salary**

Market related with benefits

### **Applications and Enquiries**

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**Closing Date – Wednesday 31 August 2022**

