

Executive Director Job Posting

Job Title: Executive Director, **African Network for Care of Children Affected by HIV/AIDS (ANECCA)**

Functions: Under general supervision of the Board, responsible for overall development, formulation, conceptualization and management of ANECCA's Business Plan

- Give direction and leadership toward the achievement of the organization's mission and financial objectives.
- Implement the strategic goals and objectives of the organization
- With the Chair, enable the Board to fulfill its governance function

Reports to: ANECCA Board. The Executive Director reports to the ANECCA Board and is responsible for the organization's consistent achievement of its mission and financial objectives.

Responsibilities:

1. Liaise with the ANECCA Board to:

- Formulate policies and planning recommendations to the Board
- Regularly monitor and report on network programs and budgets, make recommendations for corrective actions
- Regularly monitor and identify opportunities for organizational growth and innovation consistent with ANECCA's mission
- Ensure staff and Board have sufficient and up-to-date information on programs and operations of the Network
- Assist in the selection and evaluation of board members

2. Technical leadership and advocacy:

- Maintain working knowledge of significant global developments and trends in the field of paediatric HIV prevention, care and treatment, and design programs to appropriately respond to these issues
- Represent the network at national and international meetings.
- Advocate for ANECCA issues to governments donors, partners, other stakeholders and to the general public.

3. Program leadership and management

- Provide oversight and quality assurance to the program
- Manage and oversee work plans
- Maintain official records and documents, and ensure compliance with respective country and donor regulations.
- Ensure quality assurance and timely program reporting, develop new programs, or re-design current programs in response to effectiveness and changes in need; oversee any such changes or new programs in relation to staffing, fund raising, and general administration.
- Prepare and monitor program budget; Oversee development of funding proposals, ensuring that they align to ANECCA mission and goal.
- Develop network publications and materials.

4. Financial Management

- Recommend yearly budget for Board approval and prudently manage organization's resources within those budget guidelines according to current respective country laws and donor regulations
- Establish rigorous accountability systems for grants and budget tracking.
- Direct financial activities and make decisions based on plans and policies developed in concert with the Board.
- Oversee/supervise all bookkeeping, accounting and financial activities.
- Actively solicit for contributions, contracts, grants, and in kind donations to support the Network projects and services.

5. Fundraising and donor relations

- Develop grant / funding applications on behalf of the board

- Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation

6. Human resources management

- Provide direction and supervision to both program and support staff.
- Effectively manage the human resources of the organization according to standard and approved personnel policies and procedures that fully conform to current laws and regulations
- Responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that staff job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Skills and requirements

- Academic Medical Degree with public health background/experience
- At least ten years experience in an international organization as program manager or higher
- Skilled in management , supervision and organization
- Excellent representation and coordination skills with Ministries of Health in the region, donors and other stakeholders
- Ability to read, write, analyze and interpret technical and non-technical issues in the English language. French will be of added advantage.
- Strong verbal and written communication skills, including public speaking
- Experience in developing excellent grant proposals
- Energetic, independent and motivate
- Good computer skills (Microsoft Office, PowerPoint)

Conditions and benefits

- Position is based in Kampala, Uganda and requires frequent international travel.
- Accommodation allowance, health insurance and other benefits are provided for.

Application process:

Interested and qualified individuals, please send your resume and a cover letter to: mail@anecca.org and ntumwesigye@gmail.com . The deadline for application is 1st Dec 2011