



## **VACANT POSITION: EXECUTIVE DIRECTOR**

**Location:** Nairobi, with frequent travel

**Reporting to:** Chairperson, Board of Directors

**Posts that this job manages:** Deputy Director, Finance and Administration Manager, Program Manager, program and finance staff, interns, volunteers and/or consultants as appropriate.

### **BACKGROUND AND CONTEXT:**

COVAW is a registered Kenyan based non-governmental women's rights organization that works to advance women's rights. COVAW envisions a society free from all forms of violence against women and girls, where women and girls enjoy equal rights, freedoms and thrive in safe spaces.

COVAW works to influence law, policy, practice and public opinion on violence against women. We continue to do this by empowering women and girls to claim their rights, enabling their equitable access to services, facilitating greater access to justice for survivors of violence and supporting change agents opposed to and committed to eradication of violence against women and girls. We do this through engagement with strategic rights holders and duty bearers and sustained efforts to hold perpetrators of violence to account.

Our key target actors are women and girls, community, civil society, government at county and national levels and private sector. Our strategic areas of focus are sexual and gender based violence, sexual and reproductive health and rights, economic empowerment, leadership development, access to justice and institutional development

### **PURPOSE OF THIS ROLE:**

We are seeking a dynamic, highly motivated and innovative person to lead and oversee the development and implementation of organisational strategies while managing all organisational operations. As Executive Director you will ensure adherence to statutory, policy and donor requirements when collaborating with key stakeholders to deliver on organisational goals. You will effectively lead the design and delivery of programs, demonstrate value for money and be accountable to our partners and beneficiaries. In order to achieve this you will identify and build strategic partnerships, undertake resource mobilization, represent the organisation and advocate for our positions.

## **MAIN RESPONSIBILITIES:**

- Provide strategic leadership in the implementation of the strategic plan
- Lead the development and effective implementation of programs in line with identified organisational goals and priority focus areas
- Ensure the timely delivery and reporting of agreed project outcomes to donors and partners for both financial and programmatic components.
- Ensure compliance with statutory obligations
- Ensure effective, accurate and timely monitoring and evaluation of programs.
- Create and maintain best practices to attract retain and motivate competent staff.
- Undertake resource mobilization and proposal development, including attracting and managing new donors and partners geared towards achieving financial sustainability
- Provide oversight to all financial management processes, ensuring financial management is in line with internal controls and adherence to international accounting standards.
- Represent COVAW externally, continuously enhancing organisational visibility and profile
- Undertake advocacy for womens rights nationally, regionally and internationally
- Manage staff to ensure cohesive working in the head office and all field offices and ensure supportive and legally complaint human resources policies are in place and adhered to
- Serve as secretary to the Board of Directors
- Uphold COVAW values and ensure they are actively demonstrated by all

## **REQUIREMENTS FOR ROLE**

### **Education, skills, competencies and experience**

- Master's Degree in Human Rights, Social Sciences or related fields.
- Minimum of 5 years' experience as Executive Director or equivalent and a track record of people management and organisational leadership
- Sound understanding of human rights, womens rights and gender issues
- Past record of standing up for human rights and social justice
- Proven success in resource mobilization, people management
- Experience in building partnerships collaboration with strategic key stakeholders
- Ability to manage financial resources including developing, managing and monitoring budgets
- Proven ability to work and perform under pressure and with limited resources including coping with tight deadlines, multiple competing demands
- Ability to inspire and motivate team members and strategic partners
- Excellent communication and presentation skills for diverse target groups, in both English and Kiswahili
- Excellent interpersonal skills and negotiation skills.
- Commitment to human rights and feminist values.
- Willingness and ability to travel nationally and internationally.

### **PERSONAL STYLE AND ATTRIBUTES:**

- High integrity and personal credibility, with a professional demeanour that inspires the trust and confidence of staff and partners

- Able to lead by example and demonstrate high emotional intelligence
- Able to challenge and motivate self and with a high level of resilience
- Adaptability and flexibility to cope with a rapidly changing work and political environment
- Inclination to set themselves and others challenging but achievable targets
- Ability to see and develop innovative solutions, taking calculated risks on new and innovative programs and solutions
- Ability to deal with conflict in a respectful approach
- Ability to use collaborative and consultative approaches that build teams

#### **HOW TO APPLY:**

Please email your application consisting of:

- 1) Current CV with 3 referees and cover letter
- 2) A personal statement, of not more than 800 words expressing why you think you are best suited for the position and why you want to become the next Executive Director for COVAW.

E-mail: [recruit@covaw.or.ke](mailto:recruit@covaw.or.ke) (please include “Executive Director” as subject of the email)

Closing date: 06<sup>th</sup> April 2018.

No phone calls please. Only email applications will be accepted. C.Vs will be reviewed as they are received. We thank all who apply, but only shortlisted candidates will be contacted.