

JOB DESCRIPTION

Job Title: DEPUTY EXECUTIVE DIRECTOR			
Department/Group:	ADMINISTRATION	Reports to:	EXECUTIVE DIRECTOR
Direct Reportees: DIRECTORS			
<p>Job Purpose: This position is both technical and administrative. The ideal candidate should have technical competence in health systems and human rights work and should be able to support the Executive Director in providing leadership to the management functions of the institution in view of CEHURD's Strategic Plan 2020 – 2024. The candidate's scope of work will involve working with the office of the Executive Director to provide leadership and management of the organisation's programs, staff and finances, external relations, resource mobilisation, and policy implementation as well as guiding CEHURD's strategic direction</p>			
<p>Key Responsibilities:</p> <p><i>Strategy and Vision</i></p> <ul style="list-style-type: none"> ▪ Demonstrate visible leadership and adherence to CEHURD core values, principles and strategy. ▪ Support Executive Director to communicate a clear vision of present and future program goals of CEHURD to team members and stakeholders. ▪ Set direction by prioritizing and organizing actions & resources to achieve objectives and contribute to the organization strategy, including through fundraising. ▪ Recognize opportunities for innovation and create an environment that promotes it. <p><i>Program Management</i></p> <ul style="list-style-type: none"> ▪ Ensure that program design, implementation and M&E is responsive to communities, authorities, partners and beneficiaries. ▪ Provide leadership and direction to program staff and support the Executive Director to strengthen program implementation, reporting and accountability in accordance with CEHURD and donor policies. ▪ Manage and integrate ongoing programs and administration of program teams across various field locations. ▪ Ensure program implementation is on time, on target and on budget, using effective M&E systems to demonstrate the desired impact. ▪ Ensure that regular monitoring of project activities and project impact is undertaken, in accordance with existing CEHURD Monitoring, Evaluation and Learning Framework and Guidelines. ▪ Oversee program implementation strategies, including partnership frameworks, beneficiary targeting, distribution processes and capacity building of partners as needed. <p><i>Team Management</i></p> <ul style="list-style-type: none"> ▪ Build a cohesive team spirit and culture among staff and delegate functions and responsibilities to them while ensuring achievement of program objectives. ▪ Maintain effective and positive internal communication with CEHURD staff in all locations (head office, virtual locations and field offices). ▪ Supervise, provide leadership, mentor and build the capacity of senior program staff in program/project 			

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design, implementation, monitoring, evaluation, and management.

- Recruit, orient and lead team members as necessary.
- Promote accountability, communicate expectations and provide constructive feedback informally and formally via regular one on one meetings and performance reviews to staff.

Influence, Representation & Fundraising

- Identify and lead on fundraising opportunities for the sustainable growth of CEHURD programs, including proposal design and development that contributes to the strategic objectives of the organization's strategy;
- Identify, build and manage collaborative partnerships with donors (both traditional and corporate), Government of Uganda representatives, consortium partners, sub-grantees, and other stakeholders;
- Communicate with international and local NGOs, UN agencies, donor community officials, national government, vendors, media and the general public in a way that fosters linkages and optimizes networks;
- In agreement with the Executive Director, take on a representation role on specific coordination working groups or forums.

Finance and Compliance Management

- Ensure compliance and transparent use of resources in line with donor and CEHURD regulations.
- Monitor adherence to grant agreements, CEHURD' policies and procedures and relevant external rules and regulations, including those of the Government of Uganda.
- As part of the senior management team, work with Director of Operations and Finance to ensure efficiency in finance, logistics, security and administration.
- Work with the Director of Programmes, Director of Operations and Finance and respective Program Managers and Budget Holders on proper budget management, including forecasting and procurement planning.

Governance and Institutional Development

- Develop, review and ensure implementation of policies, guidelines and procures that promotes the realization of the organisations mission, vision and strategy
- Develop periodic program and finance status reports for the Executive Director to report to the Board of Directors

Other Duties

- *Carry out any other tasks as required by the Board of Directors and the Executive Director.*
- *Carry out any other duties as may be delegated by the Executive Director from time to time.*

In addition to individual respective tasks, the Deputy Executive Director will be expected:

- To adhere to CEHURD values and to actively promote their application amongst colleagues.
- To undertake tasks in a creative, self-driven and innovative fashion.
- To identify and implement additional tasks/ideas of benefit to the organization (whether directly linked to one's job or not).

The attainment of the above will be reflected in the Candidate's appraisal, as well as the achievement of outputs, as described in above key responsibilities.

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Qualifications:

- The candidate should have a Bachelor's Degree in Public Health, Human Rights, Social Sciences, Humanities, Business Management or Public Administration, or a related discipline from a recognized University;
- Post Graduate qualifications and/or training in health systems, Human Rights, Sexual Reproductive Health and Rights is highly desirable;

Experience:

- At least 10 years work experience with at least 5 years in a senior leadership role;
- Experience applying for, managing and accounting for grants.
- Experience in the basics of accounting and financial management, auditing regulations and fulfilling project targets.
- Conversant with human resource management in small and medium sized organizations.
- Experience in conducting human rights advocacy campaigns.

Key Relationships:

- CEHURD Executive Director
- All CEHURD Programme Officers
- Other CEHURD staff
- CEHURD thematic committees
- Other networks
- CEHURD Partners and stakeholders

Relevant Skills:

- a) Proven financial and program management skills.
- b) Demonstrated team-building and capacity-building skills.
- c) Strong skills in planning, organising, problem solving and a results-driven attitude.
- d) Excellent written and oral communication skills.
- e) Strong donor relationship building/maintaining skills.
- f) Tact and negotiating skills.
- g) Strong managerial and leadership skills.
- h) An in-depth understanding of national and international issues in relation to human rights.

Special Considerations

- Proven commitment to equality and non-discrimination for all without regard to among others' social-economic status, ability status, age, sex and gender, sexual orientation & gender identity;
- Expert knowledge in the field of human rights and proven ability to produce reports and papers on technical issues;
- Ability to review and edit the work of others;

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- Proven ability to plan and organize;
- Proficiency in the use of the MS Office programmes and Internet applications;
- Excellent drafting ability and communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful;
- Good interpersonal skills and demonstrated ability to maintain effective working relations with people at different levels; ability to lead and gain assistance of others in a team endeavor;
- Excellent management and technical leadership skills and ability to delegate appropriate responsibility, accountability and decision-making authority;
- Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organization's strategy and the unit's goals; establish/identify and communicate organizational direction;
- Ability to lead and supervise staff;
- Ability to coach, mentor, develop and evaluate staff as well as the capacity to motivate staff and encourage good performance;
- Mature judgment and initiative, imagination and resourcefulness, and ability to provide strategic direction of the organisation.

Special Attributes

- Pragmatism
- Honesty
- Integrity
- Confidentiality
- Flexibility
- Commitment to social justice and excellence
- Commitment to equality, inclusion and non-discrimination
- Ability to travel at short notice
- Ability to work with very limited supervision
- Result-oriented and ability to meet tight deadlines