

ADRA-UK

JOB DESCRIPTION: CHIEF EXECUTIVE OFFICER

- REPORTS TO :** ADRA-UK Board Chair
- Supervises :** Chief Programmes Director, Chief Finance Director
- Qualifications :** Batchelor's or Masters Degree preferred in the field of development, administration or related.
- Experience :** At least five year's administrative and international development work experience.
- Language :** English fluency essential
- Job Summary :** Ensures achievement of the mission and purpose of ADRA-UK

1. STRATEGISING - Vision, Planning and Design

Desired Outcome

- The vision and strategic direction of ADRA-UK is known, understood, and followed by all staff.
- This strategic perspective is expressed in a practical manner in detailed, time-bound operational plans within specific programmes of activities.

Work Guidelines:

- 1.1** Facilitate the development of the ADRA-UK strategic plan by the BOARD and supervise implementation and regular review of ADRA-UK's strategic plan within the context of ADRA's Mission, Beliefs (values) and Operating Principles.
- 1.2** Report on implementation of strategic plan at each Board meeting.
- 1.3** Develop and implement a plan to communicate country strategic plan to all staff.
- 1.4** Regularly communicate with management team the strategic plan and vision.
- 1.5** Co-ordinate the development and implementation of operational plans for each programmatic area, including the evaluation and revision of these plans by the Board.
- 1.6** Coordinate the design and development of specific projects and the associated writing of proposals, in harmony with the country strategic plan and established quality standards.
- 1.7** Plan appropriately to ensure the continuity of funding to meet strategic objectives.

2. STEWARD - Resource Management

Desired Outcome

- ADRA's programmes are supported with good governance and sound finance, personnel, information and programme, management systems which are operated in adherence to clearly defined policies and in compliance with ADRA Network Operational Policies.

- These management systems include monitoring, evaluation, and feedback mechanics to ensure continuous programme quality improvement process.

Work Guidelines

- 2.1 Carry out secretarial duties for the ADRA-UK Board in a professional manner.
- 2.2 In association with Regional ADRA Office, assist with a continuous education programme for ADRA-UK Board members.
- 2.3 Oversee the development and regular review of ADRA-UK policies and their stated local application, for finance, personnel, information, and programmes in compliance with ADRA Operating policies and guidelines.
- 2.4 Develop a plan to effectively communicate all relevant policies to all staff.
- 2.5 Educate management team on policies in a proactive way.
- 2.6 Oversee the development and implementation of finance, personal information and programme management systems.
- 2.7 Regularly evaluate all management systems with carefully planned participatory approaches to obtain relevant feedback that will help to ensure progressive improvement of quality programmes.
- 2.8 Convene and chair (or when necessary, designate the chairing of) the Administrative Committee (ADCOM) at necessary intervals to effectively administer the country programme. Ensure that the ADCOM Terms of Reference and composition are approved and voted by the ADRA-UK Board.
- 2.9 Supervise the establishment of any essential management committees, including approval of Terms of Reference by the ADCOM, (such as Programme Coordinating Committee (PROCOM), and Finance Office Committee (FOCOM) and regularly monitor their performance with respect to their defined roles and responsibilities.
- 2.10 Facilitate and participate in designed evaluation process, including monitoring of programme performance and measurement of programme impact.
- 2.11 Proactively educate programme/project leaders to ensure compliance with all donors, government, and agency regulations/contractual requirements in the implementation of all programmes.
- 2.12 Create and maintain institutional agency memory, through information management systems, Personnel records, staff overlap/continuity and mentoring.
- 2.13 Ensure regular auditing of all projects and country administration accounts along with appropriate follow up to audit reports.
- 2.14 In association with the Board, ensure the financial and legal security of the local agency, including the building of reserves as per policy.

3. TEAM BUILDER – People Development

Desired Outcome

- Within ADRA-UK, diversified personnel, whose talents match their roles and responsibilities, are working harmoniously and productively; self-directed teams to achieve their operational goals within the context of ADRA's mission and values.
- Performance is being managed in a manner that motivates positively and enhances the capacity of each individual.

Work Guidelines

- 3.1 Lead all recruiting and orientation processes for key management staff, ensuring that the best people are employed and placed in the positions that match their demonstrated competencies.
- 3.2 Coach project management staff how to recruit and orient new project staff within their responsibilities appropriately.
- 3.3 Develop and implement a performance management system for administrative staff and programme/project leaders. Carry this out through regular field visits that have well documented feedback.
- 3.4 Educate programme/project leaders on the development and implementation of appropriate performance management systems for the staff within their teams.
- 3.5 Personally get to know administrative staff and programme/project leaders, and delegate responsibilities accordingly to ensure optimal decision making at the most appropriate level.
- 3.6 Supervise the development and implementation of a learning process for all staff with respect to team dynamics and meaningful workplace.
- 3.7 Supervise the staff capacity building programme to ensure that all staff training and career track development needs are met.
- 3.8 Supervise the development and implementation of appropriate risk management procedures for all human and physical resources.
- 3.9 Coordinate the provision of external technical assistance to teams/programmes as needed.

4. COMMUNICATOR – Relationships and Support

Desired Outcome

- Relationships with all stakeholders involved in helping ADRA-UK to achieve its mission and meet its clients' needs (SDA Church, Donors, ADRA entities, government, other NGO's, International Organizations, staff) are developed and fostered in a manner that results in adequate support to all programme and administrative requirements.

Work Guidelines

- 4.1 Build and foster strategic relationships with key personnel within the SDA Church, government, NGO/International Organizations community, donor community, etc.
- 4.2 Participate in selected Church meetings/committees that provide clear opportunities to promote ADRA-UK.
- 4.3 Ensure that all required reports for stakeholders (in particular government, donors, SDA Church, and ADRA Regional Office, ADRA International) are prepared in a timely and quality manner, meeting all expectations and set standards.
- 4.4 Ensure that all requests from stakeholders for information are responded to promptly, accurately, and sensitively.
- 4.5 Facilitate a systematic and appealing marketing approach to fundraising.
- 4.6 Represent the agency in an official capacity to key stakeholders, the NGO coordinating bodies and the general public.
- 4.7 Ensure that ADRA is represented appropriately at selected technical and programmatic meetings through effective delegation.

- 4.8 Promote amongst staff networking that enhances their ability to meet clients' needs in a holistic manner.
- 4.9 Ensure up-to-date appropriate technology within the agency that enhances the communication process.
- 4.10 Ensure that all committees/staff meetings are conducted in ways that maximise effective communication between all levels of ADRA staff, and between ADRA and its stakeholders. This will include open feedback mechanisms in a 360 degrees manner.

5. QUALITY OF LIFE PROMOTER – values and Spirituality

Desired Outcome

- The CEO and fellow directors demonstrate integrity, accountability, transparency and other Christian values in their conduct and this is mainstreamed in all operations of the organisation.
- All personnel in ADRA-UK, while working in a professional manner, do so with integrity, humility, and empathy, treating others with respect, love and fairness without discrimination while maintaining a healthy balance between work and personal needs.

Work Guidelines

- 5.1 By personal example of fairness, transparency, non-discrimination and other appropriate ways, promote basic Christian values, such as integrity, humility, respect, love and fairness in all work activities.
- 5.2 Develop and implement various approaches that build and communicate values and spirituality at all levels of the country programme in a manner that is culturally sensitive and appropriate.
- 5.3 Promote positive approaches to relationships that ensure discriminatory practices do not occur within the work environment in any form.
- 5.4 Promote a healthy lifestyle and living habits amongst staff.
- 5.5 Promote balance between work, family and personal needs of staff.