



## **TERMS OF REFERENCE FOR THE POSITION OF EXECUTIVE DIRECTOR**

### **1. Position Description**

This is a management position created within the philosophical framework of Lesotho Council of NGOs (LCN). LCN's work is carried out by staff that operates as a team within the confines of the Council's hierarchy as indicated by the approved LCN organizational structure. The Executive Director and the rest of the staff carry out their activities based on the principles of respect, justice, equality and participatory democracy within the overall purposes of the Council as a mother body of civil society organisations in Lesotho. This work is carried out under the policy direction of the Board and Executive Committee guided by the LCN Constitution.

The Board of Directors of LCN has confidence and trust that Executive Director is an innovative individual, who will set a strategic direction of LCN as well as determine her future success as an organization. The Executive Director is the primary liaison officer with the Executive Committee and the Board and takes a leading role alongside the President in ensuring that the work of LCN is carried out efficiently and effectively with the primary goal of building a strong civil society movement in Lesotho and representing and protecting the image of Lesotho civil society at all times.

## **2. Job Specifications**

The Executive Director for LCN will be answerable to the Board of Directors and be responsible for institutional, financial management, programme development and implementation and resource mobilization for all Council's business. The Executive Director is also responsible for building a positive image of the Council to stakeholders particularly to government, donors, partners, and other like-minded institutions and for building a network of affiliates and programmes that support the aims and objectives of LCN. Specifically, the Executive Director shall be answerable to the Board of Directors through LCN President on the following: -

## **3. Key Performance Areas**

### **3.1 Leadership and management of the Council**

- Provide strategic management and leadership to LCN in view of its *Vision* and *Mission* as they are stated in the Strategic Plan.
- Prepare and execute the LCN Strategic Plan in view of its mandate and guidance from the Board of Directors.
- Make recommendations to the Board of Directors for the initiation and formulation of policy for organizational development and growth of LCN.
- Maintain a sustainable organization by recruiting and managing personnel of LCN to ensure efficiency and effective delivery of LCN activities.
- Ensure that LCN policies are adhered to in all administrative functions and that LCN resources are adequately distributed and utilized for the activities of the Council.
- Act as principal personnel advisor to all staff members and support staff on such matters as annual leave, sick leave, discipline, and any other personal matters that can affect the individual or collective LCN staff morale.
- Maintaining effective relations with LCN member organizations, organization networking with LCN, government and development partners.
- Facilitate and organize the Annual General Meeting (AGM) in collaboration and in consultation with the president in accordance with the LCN Constitution.
- Responsible for the implementation of the resolutions and recommendations from the Annual General Meeting and the Board of Directors.

- Responsible for presenting reports to all LCN governance structures and production of the Minutes Executive Committee, Board of Directors and Annual General Meeting.

#### **4. Programmes development and management**

- Provide strategic leadership in development and management of LCN programmes, projects and related information dissemination;
- Review project proposals and opportunities for LCN, in alignment with the LCN strategic focus areas and present them to Board and potential funding partners;
- In collaboration and cooperation with the Board of Directors, the Executive Director shall also be expected to develop new ideas for new programmes and projects for LCN;
- Ensure that for all activities of LCN, budgets, work-plans and timeframes are developed and observed in accordance with guidelines and decisions of the Board;
- Represent and coordinate the interests and involvement of LCN in external projects related to the LCN mandate;
- Ensure that all materials and information relating to LCN are developed and disseminated to variety of LCN stakeholders;
- Ensure that all LCN programmes and project perform as expected and are well accounted for to the Executive Committee, LCN Board, Membership and Funding partners.

#### **5. Financial management and resource mobilization**

- Provide guidance and leadership in the development and management of the LCN annual budget and report as required on its implementation to the LCN governing structures;
- Arrange to have financial reports and audits prepared and carried out in accordance with the LCN Constitution;
- Development of fundraising strategy and plan for LCN, in accordance with the direction and guidelines from the Board of Directors.
- Represent LCN to potential funders and prepare all documentation required for this purpose.

## **6. Institutional development and governance**

- Support the Board in ensuring that it adheres to governance standards and practices and also to ensure that the Board is informed on matters relevant to the success of the organization;
- Advise the Board of Directors on the development of Board Charter and establishment of its relevant Board Committees;
- Organise meetings as may be required by the Board of Directors in order to satisfy the LCN Constitution;
- Identify partners and stakeholders that may support LCN strategic development committees;
- Review membership policies and make recommendations to the Board in this regard;
- Maintain and develop effective and strategic communication and networking channels for LCN;
- Act as Secretary to the Executive Committee and the Board, and Annual General Meeting of the Council and make all the necessary preparations for meetings of all governing structures and take record of such meetings.

Within the limits of the policies set up by the Board, the Executive Director takes the major responsibility for and has commensurate authority to accomplish the fulfillment of the tasks set forth above. The Executive Director may delegate to other staff members, appropriate portions of the above responsibilities but may not relinquish his overall responsibility for the results nor any portion of his responsibility.

Notwithstanding the above stated duties and responsibilities, the Board reserves the right to vary or add to these functions from time to time as may be dictated by the needs and operations of the Council.

## **7. Job requirements**

The position of the Executive Director for LCN requires the following attributes: -

- A firm and committed person on issues of socio-economic and political justice;
- A firm believer in NGO capacity to deliver with experience in NGO work
- Be an advocate of grassroots participatory democracy and development, peace, and justice;

- A person with excellent interpersonal skills and be ready to work with a group of people as a team;
- A manager who can come up with goals and persuade others to support such goals;
- Be exposed to the theory of change management;
- Ability to persuade, lobby and advocate for social justice;
- Be computer literate and hold a valid driver's license.

## **8. Qualifications and experience**

The qualification and experience of the position of Executive Director for LCN must possess one of the following qualifications and experience: -

1. Master's degree in development studies, public administration or any relevant masters degree in social sciences or an equally advanced qualification in other related fields, with an experience of at least eight (8) years in senior management, and particularly in civil society sector.

Or

2. Degree in management with an experience of twelve (12) years in management. Knowledge of civil society sector is essential. In both cases, the following are essential:-
  - Experience of working with different partners;
  - Knowledge of techniques for project and change management.

## **9. Submission**

Applicants are to submit covering letter, CV, certified copies of academic certificates, transcripts and two reference letters to:

LCN President at [president@lcn.org.ls](mailto:president@lcn.org.ls) or hand deliver at LCN offices situated at Hoohlo Extension, House N0: 544, Maseru.

Closing Date: **17<sup>th</sup> February 2023 @ 13:00 hrs.**

**NB: Only shortlisted candidate will be contacted.**