

EMPLOYMENT OPPORTUNITY



The Eastern Africa National Network of Aids and Health Service Organization (**EANNASO**) is a regional umbrella body bringing together Civil Society (SC) and Community Group (CG) voices to inform policies and improve the programming of HIV, TB, Malaria, Sexual Reproductive Health (SRH) and other health issues present in the communities.

EANNASO is seeking for a self-driven and highly competent **Executive Director** to lead and influence our **organization** towards favorable growth, and to design and direct strategies that support and enhance our **organizational** operations.

Job title:	Executive Director
Reports to:	Board
Duty Station:	Arusha, Tanzania
Closing Date:	13 th March 2023

JOB BRIEF

To provide strategic and executive leadership in the implementation of the organization's objectives and programs in the context of its vision. This role involves oversight of the development and implementation of the plans and programs to achieve the organizational objectives. Performance of the role will lead to strengthening the contribution and amplifying and voices of HIV, TB, Malaria, SRH programs and health promotion of networks, civil society and community groups in Eastern Africa, spearheading high level advocacy for critical issues related to HIV, TB, Malaria, SRH and related health issues and formulating of policies and guidelines for that will support ending HIV, TB, Malaria and SRH by 2030. It also entails strengthening of capacity of funding opportunities, profiling the image of EANNASO at national, regional and global levels and development of strong and sustainable partnership.

SPECIFIC TASKS/RESPONSIBILITIES

A. Strategy/ Policy Development and Implementation

- 1) Develops policy decisions programmes and management of the organization
- 2) Coordinates the development, the implementation and review of the strategic plan
- 3) Coordinates meeting of the Board to deliberate on the proposed strategies.

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- 4) Presents the strategies to the funding partner to solicit their support.
- 5) Recommends appropriate policies to the Board of adoption.

B. Program Development and Implementation

- 1) Executes contracts and memorandum of understanding with the donors/partners
- 2) Provides executive support and guidance to programme staff in the development and implementation of programs
- 3) Holds regular management meetings to obtain updates on program implementation, review and planning.
- 4) Coordinates the organizations responses to emerging issues related to its mission.
- 5) Receives progress and recommendations made by networks, civil society and community groups.
- 6) Presents reports to the Board and the General Assembly
- 7) Provide technical advice to the board
- 8) Follows up on the implementation of board decisions

C. Resource Mobilization

- 1) Identifies funding opportunities
- 2) Identifies sources of other strategic resources by the organization to fulfil its mission
- 3) Provides direction to program staff on proposal development.
- 4) Establishes and maintains relationships with development partners
- 5) Provides oversight on the development and implementation of resource mobilization and sustainability strategies
- 6) Provide leadership in the creation of portfolio of multicultural donor,
- 7) Develops proactive fundraising strategies

D. Human Resources Management

- 1) Provides strategic advice to the board on restructuring, establishment of new positions engagement and termination of employees
- 2) Creates conducive working environment that supports performance of the secretariat staff.
- 3) Recommends appropriate HR policies to the Board for adoption.

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- 4) Overseas systematic development of employees by ensuring effective implementation of staff development policy
- 5) Providing opportunity for coaching a mentoring of the team leaders.
- 6) Monitors performance of the secretariat staffs

E. Management of Financial Resources

- 1) Present financial budget to the Board and for approval
- 2) Approves all expenditures with the budget limit
- 3) Ensures the financial records are well kept and maintained
- 4) Ensure financial reports and statement are prepared in compliance with statutory requirements and partnership agreements.
- 5) Ensures narrative and financial reports are completed and submitted to the Board, donors and General Assembly.
- 6) Disseminates funding information to staff and coordinates development of work plan.

F. Networking and External Relations

- 1) Identifies organisations and agencies with whom to develop partnership relationships
- 2) Develops and maintains effective collaboration with partners local and international.
- 3) Represents EANNASO to the HIV/AIDS, TB, HIV, Malaria and SRH networks community, public media, donor and other agencies.
- 4) Speaks on behalf of the organization on policy and strategic issues.
- 5) Approves official communication.
- 6) Maintains active communication with member/country networks.
- 7) Provides responses to donor queries

JOB SPECIFICATION

a) Minimum academic qualification.

Master's degree in social sciences or public health

b) Professional Qualifications.

Post graduate training in public health, project/ program management or HIV, TB and Malaria related discipline

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c) Work Experience

Seven years in a Senior Management level with at least three years in HIV, TB, Malaria, SRH and other health related programs.

d) Other skills/competencies

- Resources mobilization and fundraising networking skills
- Interpersonal relations skills
- Team leadership
- Excellent written and verbal communication, including ability to give feedback
- Effective presentation and public speaking skills
- Ability to identify and utilize potentials in individuals
- Strategic oriented
- Networking
- Ability to conceptualize and articulate HIV, TB, Malaria, SRH and related issues
- Analytical mind capable of out of the box thinking to solve problems
- Strong understanding on finance management and measures of performance
- Experiences in developing strategies and plans

HOW TO APPLY

This is a full-time role and flexibility will be needed regarding additional hours where required. If you believe you can clearly demonstrate your abilities to meet the criteria given above, Please submit your application letter and detailed CV with e-mail address and telephone contacts quoting the title/reference in subject and send it to recruitment@eannaso.org by Monday 13th March,2023

EANNASO is an equal opportunity employer. Only shortlisted candidates will be contacted.