



GROW

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GROW'S JOB DESCRIPTION

1. **POSITION TITLE:** Managing Director
2. **LOCATION :** Mokhotlong, Lesotho
3. **CLOSING DATE FOR APPLICATIONS:** 28th August 2015
4. **JOB SUMMARY**

The primary purpose of the position of MD is to ensure efficient and effective running and sustainability of GROW.

Managing Director is responsible for efficient and effective overall management of human resources, physical, financial assets and other types of GROW assets. He/she is responsible for administration, human resources, financial mobilisation and utilization.

- Provide strategic direction by implementing the long range strategic plan of the organization.
- Establish new partnerships appropriate to GROW's programmes and identify new funding opportunities
- Ensure management of human resources using democratic management approaches.
- Spearhead resource mobilisation efforts of the organization including programming initiatives to ensure resources are planned and executed well.

As head of Senior Management Team (SMT) the MD will drive the development and revision of communication strategy and advocacy material coming out of evidence derived from GROW's practice. He/she should also promote circulation, debate and uptake within GROW and within national, regional and international spheres (research papers, posting on own website or on website of partners).

The position is offered on probation of three extendible to six months. On successful completion of probation, thereafter, it is offered on initial two year contract extendible for three on the basis of good performance.

5. **MAIN PURPOSE OF THE JOB:**

The primary purpose of the position is to ensure the GROW's programme in Mokhotlong continues to operate through resource mobilisation and that it continues to be relevant to the needs of the clientele by illustrating its impact on the lives and livelihoods of its clients. He/she is expected to achieve all these adhering to rights-based approaches and democratic management principles.

- The Managing Director is responsible for managing all GROW'S operations and resources.
- The post holder will be a member of the Senior Management Team (SMT), and working closely with the Board of Directors will play an active role in the development of policies, strategic plans and implementation of GROW's programmes.

6. RESPONSIBILITIES AND TASKS

The organisation is now reaching a new phase in its development and the Managing Director is expected to lead its fund raising strategy to maximise GROW's impact on the well-being of vulnerable children and their communities in Mokhotlong and beyond. These responsibilities include providing leadership and management of staff and project partners in Lesotho as well as upholding the values and aims of this organisation; implementing and managing GROW's programmes by leading the development and implementation of the new strategic plan as well as ensuring (via mentoring and monitoring) that projects adhere to standards of donor funded projects; oversee implementation of GROW's Human Resource policies ensuring performance/ development reviews take place on regular basis; and identifying and fostering partnerships with local and international NGOs to facilitate development of stakeholders and beneficiaries.

Job Responsibility	Tasks	Percentage of time
JR # 1: To Manage, coach and mentor GROW staff	<ol style="list-style-type: none"> 1. Manage organization staff ensuring capacity building and training needs using GROW's performance appraisal system to identify these needs 2. Coach, mentor and develop staff team in line with values of GROW and leadership frameworks that provide opportunities for personal and professional growth. 3. Recruit new staff as agreed with the Board of Directors of GROW and in compliance with Human Resource policies of the organization 4. Undertake performance appraisals for Programmes Coordinator and Finance and admin officer, oversee and sign off on performance appraisals of Project Officers. 	25%

<p>JR # 2 Provide technical support to all GROW projects</p>	<ol style="list-style-type: none"> 1. Provide regular and quality support to organization's projects ensuring implementation of appropriate strategies to ascertain project success in areas such as technical approach, communication, advocacy, sustainability, partnership, monitoring and evaluation and exit strategies using participatory phase out approach. 2. Encourage cross-project interactions and learning to develop learning culture for GROW 3. Work with Programmes Coordinator and Project officers to prepare annual budgets, monitor expenditure and supervise submission of monthly financial reports for submission to the Board of Directors and to organization's funders as the case may be. 4. Check and approve all payments of expenses, in line with project and organisational budgets and financial policies guidelines. 5. Liaise with and coordinate reporting to donors on programmes progress according to agreed reporting mechanisms 6. Develop and maintain good working relationships with existing and potential new partners through integrated Memoranda of Understanding and work-plans. 7. Support sub-granting mechanisms and oversee compliance according to GROW's policies and procedures by GROW's sub-grantors. 	<p>20%</p>
<p>JR 3 Oversee strategic planning processes of GROW</p>	<ol style="list-style-type: none"> 1. Lead strategic planning and review meetings with staff and the Board of Directors 2. Oversee implementation of organization's strategic plan and ensure it gets updated on time. 3. Actively promote linkages between GROW's projects ensuring that right-based programming is implemented both between GROWs projects and between GROW and its beneficiary groups. 	<p>15%</p>
<p>JR 4 Representational Roles</p>	<ol style="list-style-type: none"> 1. Participate in activities of external bodies such as Government, NGOs, and Community Partners, where these correspond to the aims and objectives of GROW 2. At every opportunity act as an ambassador for GROW promoting its work and principles. 3. Participate in appropriate networks nationally, regionally and internationally. 	<p>15%</p>

JR 5 Reporting and documenting of organizational activities, finances and lessons learned	1. Provide regular written reports to the Board of Directors on progress ensuring the reports contain accurate, complete and up-to-date information. 2. Provide timely reports to funders of GROW’s projects based on agreed schedules. 3. Ensure relevant documentation and sharing of GROW’s activities and circulated to partners, donors, and other concerned parties as outlined in GROW’s communication strategy. 4. Identify potential programmes for piloting as results of these should inform new programmes.	20%
JR 6 Perform other duties as assigned.	These duties will have to come with specific terms of reference and time lines and must be approved by the Board of Directors	5%

6 QUALIFICATIONS (KNOW HOW)

A) EDUCATION / TRAINING

a. Required

- i. Minimum of Bachelor’s Degree in the Social Sciences, Development or other relevant discipline with managerial experience of at least five years. .

b. Desired

- i. Master’s Degree in similar fields and 3 years working experience

B) EXPERIENCE

a. Required:

- i. 5 years of management role in NGO environment providing any development services to rural population. 3 of these years should include strategic development and management responsibilities
- ii. Proven experience of staff management within the context of a multi-cultural team
- iii. Understanding and appreciation of the geopolitical context and the issues relating to HIV and AIDS

b. Desired

- i. Strong and demonstrable experience in financial resource mobilisation
- ii. Strong communication skills

C) TECHNICAL SKILLS

- a. Excellent written and oral communication skills.
- b. Budget preparation and monitoring.
- c. Staff supervision, facilitation and mentoring skills.
- d. Proactive, hands-on, problem-solving, practical attitude/ approach.
- e. Knowledge of rural development sphere and right-based approaches.

f. Valid driver's licence with at least two years driving experience.

D) COMPETENCIES

- a. Demonstrable problem solving capabilities.
- b. Ability to demonstrate personal resilience and self-motivation under challenging circumstances.
- c. Excellent interpersonal relations.
- d. Strong team leadership abilities.

6. PROBLEM SOLVING

GROW has three levels of problem solving:

1. What has to be done and how to do it are clearly defined and the incumbent will face identical or similar problems on regular basis
2. What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and
3. Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve problem definition, analysis, development of alternatives, and making recommendations. He/ she will face problems that are typically non-recurring and his/her anchoring pillar will be the values of GROW.

The incumbent must be able to identify the type of problem at hand and develop appropriate action.

8. FREEDOM TO ACT

The position of MD at GROW is the apex of organizational executive and the incumbent is mandated with powers to act in the best interest of the organization. There are three levels where these decision making levels apply.

- Prime (takes full and total responsibility)
- Contributory (provides support and contributes to the overall success)
- Ancillary (provides support but contributes indirectly).

The incumbent will assume **prime** and **contributory** roles.

9. KEY CONTACTS/ KEY RELATIONSHIPS

The MD will work closely with the Board of Directors, Programmes Coordinator, Finance and Administration Officer.

The MD will also be expected to maintain close working relationships with existing GROW partners and prospective new partners.

10. GROW ORGANISATION CHART

