



ADVERTISEMENT FAMSA (FAMILIES SOUTH AFRICA) PRETORIA

POSITION: DIRECTOR (Pretoria-based)

Remuneration: Annually R262 525.00 (CTC) (monthly R20 000.00 basic salary). Statutory contributions (i.e. SAS UIF, etc.) All leave types as per Basic Conditions of Employment Act.

The purpose of the position is to be the key management leader of this organisation responsible for overseeing the administration, programmes, and strategic plan.

Requirements:

- A Master's degree in Social Work. A focus/specialisation in Clinical, Forensic, or Child-directed Play Therapy will be an added benefit.
- Five years of experience as a Director, Executive Director, or CEO-managing people and strategies in the NPO/NGO/Section 21 landscape.
- Experience working collaboratively with the executive committee (Exco) to develop the organisation's mission and implementing the Exco's strategy in a financially sustainable manner.
- Managing all strategic aspects and services of the organisation.
- Active fundraising experience. Outstanding fundraising abilities, donor relations, and understanding of the funding community, specifically with national and/or provincial government departments.
- Effective understanding of finances and performance management principles, including financial management skills, budget preparation, analysis, decision making implementation, and reporting.
- A thorough understanding of governance and general management best practices.
- Previous experience in establishing relationships with individuals and organisations, such as funders, stakeholder agencies, and volunteers.
- Strong organisational skills, including anticipatory planning, delegating, programme development, task facilitation, and monitoring progress and outcomes.
- Excellent written and verbal communication skills.

Responsibilities:

- **Executive Management:**
 - Liaison between the Exco and managers/staff of the organisation.
 - Communicating goals of the Exco and developing strategies and tactics to achieve short-term and long-term objectives.
 - Lead and motivate subordinates to maximise their job-performance and outputs.

- Delegating management responsibilities to professional, financial, and administrative staff.
 - Enforce compliance with legal guidelines and internal policies to maintain the organisation's legality and business ethics.
 - Compiling and maintaining of the business plan.
- **Finance:**
 - Oversee the preparation of the annual budget.
 - Monitoring of purchases and expenses.
 - Evaluate income and expenditure monthly.
 - Maintaining office policies governing the use of available funds.
 - Review financial reports prepared by the bookkeeper.
 - Inform the board about initiatives the organisation can realistically pursue.
 - Inform the board about the organisation's needs.
 - Reporting financial matters to the board in collaboration with the organisation's bookkeeper.
- **Human Resources:**
 - Directly responsible for all human resource functions.
 - Advertising, screening, appointing of staff in conjunction with management.
 - Compiling job descriptions.
 - Management of personnel files, including evaluations, permanent appointments, leave applications and leave records, resignations, and references.
 - Monitoring the execution of legislative requirements.
 - Develop a capacity building and Work Skills Plan.
 - Managing disciplinary hearings.
 - Providing supervision, development, and/or consultation to social service professionals.
- **Marketing and fundraising:**
 - Oversee fundraising planning and execution.
 - Determine resource requirements.
 - Researching funding sources.
 - Develop strategies for approaching funders.

To apply, submit a CV, certified copies (not older than three months) of your ID or passport, qualification certificates, proof of current registration with the South African Council of Social Service Professions, a valid driver's license (Code 8), and your SARS registration number.

Applications must be sent by email only to the following official email address:
vacancies.famsapretoria@gmail.com

The **closing date for applications is Tuesday, December 31, 2024**. No applications after this date will be accepted.

Consider your application unsuccessful if, by January 17, 2025, you have not heard back from FAMSA.