

## JOB DESCRIPTION

### **Executive Director - Fahamu Trust**

#### **FAHAMU'S VISION**

Fahamu has a vision of the world where people organise to emancipate themselves from all forms of oppression, recognise their social responsibilities, respect each other's differences, and realise their full potential.

#### **FAHAMU'S MISSION AND VALUES**

Fahamu seeks to support the development and strengthening of a strong progressive pan African movement imbued in the principles of human rights, social justice and human dignity.

#### **REPORTING TO**

The Board of Trustees

#### **RESPONSIBILITIES**

The executive director (ED) is both the public face of Fahamu and its driver. The ED is the singular organisational position that is primarily responsible for carrying out the strategic plans and policies as established by the board.

Specifically, the ED has the following responsibilities:

In relation to the Board, the ED:

- Advises the Board on strategies for achieving the organisation's mission
- Ensures staff and Board have sufficient and up-to-date information
- Looks to the future and for opportunities for extending the impact of the organisation's work
- Formulates policies and planning recommendations to the Board
- Assists in the selection and evaluation of board members
- Makes recommendations, supports Board during orientation and self-evaluation
- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations
- Supports the Board's evaluation of the ED
- Interfaces between Board and staff

In relation to the organisation, the ED:

- Represents the organisation in public forums and in relation to other institutions
- Advocates / promotes the development of the organization
- Supports motivation of Fahamu's staff, its operations and programmes
- Ensures full consultation with staff on the policies and plans for the organisation
- Guides courses of action in operations by staff
- Oversees implementation of policies and plans approved by the board
- Oversees administrative and management operations of the organisation
- Oversees Fahamu's management of its human resources, including selection, recruitment and evaluation of staff
- Oversees management of Fahamu's financial and physical resources
- Oversees fundraising planning and implementation, including overseeing: identification of resource requirements, research of funding sources, establishment of strategies to approach funders, submission of proposals and administration of fundraising records and documentation

## **PERSON SPECIFICATIONS**

### **Essential**

- A dynamic, visionary person with a passion for social justice
- Commitment to the mission and values of the Fahamu
- Extensive knowledge and understanding of political, economic and social developments in Africa
- Demonstrable capacity to advise a governing board on strategy for the organisation and of developing effective relationship with board chair and officers
- Experience of managing and supporting a governing board
- Track record of representation at national, regional and international forums
- Experience of staff and financial management within a complex, dynamic organisation, preferably in Africa
- Experience in motivating, managing and effectively delegating responsibilities to staff
- Ability to work under pressure and to tight deadlines
- Demonstrable organisational and planning skills Excellent track record in fundraising and donor relations
- Strong interpersonal skills
- Willingness to travel extensively
- Willingness to be based in Nairobi, Kenya
- Fluency in English

### **Desirable**

- Demonstrable commitment to the values of progressive pan Africanism and to the nurturing of young activists in Africa
- Established track-record of working with social movements and social justice networks in Africa in particular in the areas of women's and sexual rights
- Regular contributor to debate and analysis on social justice in Africa
- Experience of advocacy at African Union
- Knowledge and experience of using ICTs for social justice
- Demonstrable track record of leadership in Africa
- Fluency in Kiswahili, French, Portuguese or Arabic

## **POST - EXECUTIVE DIRECTOR**

### **Application Guidance Notes**

Complete the application form attached, ensuring that you address, in Section 7, how your experiences, knowledge, skills and qualities match those outlined in the person specification, and explaining why you are best suited to this position.

With your application form, please submit an essay maximum 3,000 words describing the key features of the political, social, cultural and environmental challenges facing the African continent, describing the priorities that you believe should inform Fahamu's work in the next decade, the rationale for your proposals, and why you believe Fahamu is uniquely positioned to address these particular priorities.

Please submit your completed application form and essay by e-mail to: [fahamujobs@googlemail.com](mailto:fahamujobs@googlemail.com)

Please put your name in the subject line.

Deadline for applications is 5pm UK time 31<sup>st</sup> August 2010

Interviews will be held in Nairobi, Kenya the week beginning 20<sup>th</sup> September 2010.

Application form

Post applied for :

**1. Personal Details**

Title .... (Miss, Mrs, Ms, Mr, Dr etc)

Surname/Family Name

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First Name(s) .....

Address:

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Email address ..... (Can we email all correspondence?)  Yes  No

Home telephone number ..... Mobile telephone number:.....

Work telephone number ..... (Can we contact you at work?)  Yes  No

**2. References**

Please give names of two referees – one of whom should be your current/ most recent line manager (paid or voluntary work). If you do not have a second work referee, the second referee may be a personal referee (but not a relative). We always take up references before confirming an offer of employment.

Name .....

Name .....

Occupation or Relationship to you

Occupation or Relationship to you

Company Name .....

Company Name:.....

Address.....

Address .....

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Tel. No .....

Tel. No .....

Email .....

Email .....

Can we take references at any time?

Yes  No

Can we take references at any time?

Yes  No

Is this a Personal Referee?  Yes  No

Is this a Personal Referee?  Yes  No

3. Employment History

Current or most recent employer (including voluntary or unpaid work)

Employer Name:...

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Address:.....

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Job Title:.....

Date started:..... Date appointed to present/last job ..... Notice period:.....

Date left (if applicable) ..... Reason for leaving .....

When would you be free to take up work for us?.....

Brief description of your responsibilities and achievements

Previous employment – please give details of all jobs held/work history over the last 10 years, including part-time and unpaid work, starting with the most recent first and explain clearly any gaps in your employment history. Please continue on a separate sheet if necessary.

Employer name & address	Job Title & brief outline of duties & key achievements	Date position held from/to (month/year)	Reason for leaving

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**4. Education, Technical and Professional Qualifications**

What formal education, vocational/professional qualifications and training do you have? Please include everything you consider relevant. Continue on a separate sheet if necessary.

Name of schools, colleges and universities attended	Dates from/ to	Certificates, diplomas, degrees or other qualifications obtained or expected (please include results/ grades)

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**5. Membership of professional bodies and status of membership**

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**6. Personal Development**

Please include any training courses, learning, voluntary work or other responsibilities you consider relevant (with dates):

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**7. What Can you Bring to this Post ?**

Please use this space to explain why you are interested in this post and what you can bring to it. You should relate your experience (paid or unpaid) to the job description and person specification provided in the application pack. Please continue on a separate sheet if necessary.

**8. Sickness Absence**

How many days sick leave and periods of sickness absence have you had in the last three years?  
(Please give reasons for each period of absence)

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**10. Eligibility to work in the Kenya**

Are you currently eligible for work in the Kenya?

Yes

No

**12. Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. Fahamu reserves the right at any time to check on any experience, achievements, qualifications and skills claimed by you either on this application form, in any accompanying or subsequent correspondence or at interview. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data.

**13. Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading, false information or significant omission will disqualify me from appointment OR, if appointed, may result in my dismissal and possible referral to the police.

I understand that any job offer is subject to satisfactory references and a probationary period.

Signature ..... Date

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Please return your completed application form as advised in the Guidance Notes, by the closing date stated.