

# CORAT AFRICA

## JOB DESCRIPTION FOR THE POSITION OF MANAGING DIRECTOR

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### 1.0 JOB IDENTIFICATION

Job Title: Managing Director  
Reports to: The Board, CORAT Africa

### 2.0 MAIN PURPOSE OF THE JOB

The Managing Director is responsible for providing overall leadership and direction for CORAT Africa; and will spearhead the Business Strategy for the achievement of the Vision and Mission for growth and sustainability in line with the organization Strategic Plan.

### 3.0 SCOPE OF JOB

#### 3.1 Staff Supervision Responsibilities.

Staff Reporting Directly to Job Holder	Other reporting indirectly
All Senior Management staff	All CORAT Africa staff, Associate consultants and service providers

#### 3.2 Other Responsibilities

Manage and lend oversight to all operations of CORAT Africa including capital, financial, human and other resources.

### 4.0 KEY RESPONSIBILITIES

- 4.1 Spearhead the Vision, Strategy and Direction in line with strategic needs of CORAT Africa.
- 4.2 Develop and recommend to the Board the long-term strategies, business plans and annual operating plans and budgets.
- 4.3 Set direction by communicating the strategy and vision on where the organization is going.
- 4.4 Provide direction on Business development and marketing for growth and sustainability.
- 4.5 Mobilise resources in consultation with the Board.
- 4.6 Oversee the planning, development and implementation of all projects and programmes.
- 4.7 Allocate Resources for optimal achievement of Organizational Priorities.

- 4.8 Provides leadership that ensures that CORAT Africa achieves its vision and mission.
- 4.7 Provide leadership for effective and efficient management and operations for growth and sustainability.
- 4.8 Determine which products and services that CORAT will provide to the target market.
- 4.9 Develop competitive edge strategy to manage competition and ensure continuous improvement, rebranding, reengineering and benchmarking.
- 4.10 Model and set the organizational culture, values and behavior.
- 4.11 Implement policies and decisions made by the Board from time to time.
- 4.12 Develop and implement a competitive Human Resource Strategy.
- 4.13 Mentor, Coach and lead the Senior Management team.
- 4.14 Maintain conducive work environment for attracting, retaining and motivating employees.
- 4.15 Ensure quality delivery of products and services.
- 4.16 Ensure professional standards are maintained at the highest possible level in the provision of CORAT services.
- 4.17 Develop and maintain good relations with CORAT clients, funding partners, agencies and other stakeholders.
- 4.18 Enter into contract agreements with external parties within the parameters set by the Board.
- 4.19 Develop and sign performance contracts with Senior Management staff and ensure that the process of performance contracting is cascaded to all levels.
- 4.20 Provide periodic performance reports to the Board.
- 4.21 Establish proper internal monitoring and control systems and procedures.
- 4.22 Ensure compliance with the laws of the country.
- 4.23 Carry out any other responsibilities as and when required by the Board.

## 5.0 PERSON SPECIFICATIONS

No	CRITERIA	ESSENTIAL	Added Advantage
5.1	Education qualification and training	<ul style="list-style-type: none"> <li>• Masters degree in relevant field</li> <li>• Bachelors Degree in relevant field</li> <li>• Continuous education training in Management from reputable institutions</li> </ul>	PhD MBA in Financial Management
5.2	Knowledge and skills	<ul style="list-style-type: none"> <li>• Ability to analyze complex problems and provide practical solutions.</li> <li>• Proven leadership, team mentoring and coaching skills</li> <li>• Understanding of the current Global Business environment and the emerging needs of the Church constituency</li> <li>• Ability to identify and capture market gaps in capacity development.</li> <li>• Understanding of digital technology and competition</li> <li>• Public relations skills</li> </ul>	Knowledge and understanding of various ecumenical contexts

		<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Proven proficiency in modern management practices, specifically on service operations, financial management, people and business development skills</li> <li>• Financial management, planning, budgeting and organizational skills.</li> </ul>	
5.3	Experience	<ul style="list-style-type: none"> <li>• 10-15 years of working experience in a senior management position with an organization offering similar services</li> <li>• Experience in Management Consulting and Training</li> <li>• Experience in tackling organizational challenges for turnaround and profitability</li> <li>• Experience implementing organizational strategy and business model</li> </ul>	
5.4	Personal attributes	<ul style="list-style-type: none"> <li>• Enterprising, creative and innovative</li> <li>• Excellent interpersonal skills</li> <li>• Courageous to make decisions and accept personal risk of those decisions</li> <li>• Committed and mature Christian</li> <li>• One who commands respect</li> <li>• Person who is visionary, open minded, willingness and ability to productively hear others out</li> <li>• Committed to high results</li> <li>• Diplomatic, tactful and excellent public relations skills</li> <li>• Person of integrity, principled and values driven</li> <li>• Decisive and willing to take risk and responsibility</li> </ul>	
5.5	Judgment and Mental demand	<ul style="list-style-type: none"> <li>• Ability to make sound decisions in a timely manner</li> <li>• Ability to exercise good judgement</li> <li>• Ability to make timely decisions in financial and human resource related issues</li> </ul>	
5.6	Physical demands and work environment	<ul style="list-style-type: none"> <li>• Travelling and spending nights away from home</li> <li>• Working long hours</li> <li>• Ability to withstand work pressure</li> </ul>	
5.7	Other Requirements	<ul style="list-style-type: none"> <li>• Good health</li> </ul>	

**6.0 APPROVAL**

	<b>Title</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Job holder				
Supervisor				