

# VACANCY

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CORAT Africa seeks to recruit **on behalf** of one of its clients (a not for profit organization providing counseling and training services) a highly motivated **Executive Director and a Projects, Outreach & Short Courses Manager**. The Executive Director reports to the Board of Directors while the Projects, Outreach & Short Courses Manager reports to the Executive Director.

## 1.0 Required Training and Skills for the Position of Executive Director

- Master's Degree or Higher qualification in Counseling Psychology and / related subject
- Bachelor's Degree in Education from a recognized university
- Five or more years' Senior Nonprofit organization Management experience
- A proven working experience / experience in Financial Management/ Reporting in a "Not for Profit" organization
- 5 to 10 years experience in writing proposals for donor funding and project management and reporting
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Transparent and High integrity leadership
- Knowledge of fundraising strategies and donor relations unique to the Nonprofit sector
- Ability to interface and engage diverse clients, partners and donor groups
- Strong written and oral communication skills
- Ability to travel and work flexible hours
- Aged between 35 and 50 years

## 2.0 Required Training and Skills for the position of Projects, Outreach & Short courses Manager

- Master's Degree in Counselling Psychology or its equivalent in a field relevant to the job
- Good computer and presentation skills
- Minimum 5 years' experience at senior position in Projects, Clinical and Training programmes
- Excellent Management and / or Administrative skills
- Aged between 35 and 50 years

For more information visit [www.coratafrica.com](http://www.coratafrica.com). Interested and qualified candidates should forward their online applications enclosing a detailed C.V. with contact addresses, email and telephones of three referees. Please indicate your current and expected salary and also your current employer to the address here below. Submit your application not later than **12<sup>th</sup> September 2018**. *Only shortlisted candidates will be contacted.*

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## EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is the key management leader of the Organization. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing and community outreach. The position reports directly to the Board of Directors.

### GENERAL RESPONSIBILITIES

**1) Board Governance:** Works with board in order to fulfill the organization mission.

- Responsible for leading the organization in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**2) Financial Performance, Sustainability and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the organization, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the organization's mission.

**3) Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of the organization's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the organization's can successfully fulfill its Mission into the future.
- Responsible for the enhancement of organization's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

**4) Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of the organization's operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

### Professional Qualifications

- A Master's degree or higher qualification in Counseling Psychology and / related subject
- Bachelor's degree in Education from a recognized university
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience

- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the organization's strategic future to clients, students, staff, management, board, stakeholders and partners
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other stakeholders
- Strong written and oral communication skills
- Ability to interface and engage diverse clients, partners and donor groups
- Demonstrated ability to oversee and collaborate with management and staff
- Strong public speaking ability

### Actual Job Responsibilities

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as the organization's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the country and utilize those relationships to strategically enhance the Organization's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the country.
6. Supervise, collaborate with organization management and staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.

Commensurate with experience and other qualifications, quality benefits package attached to this position includes health insurance and a contributory pension scheme.

## **PROJECTS, OUTREACH & SHORTCOURSES MANAGER**

### **JOB PURPOSE**

Under the general supervision of the Executive Director, is responsible for ensuring effective and efficient **Projects, Outreach & Short Courses management function at the organization** through collaborative efforts and linking up with other members of the Programme Committees, Finance and Administration Team and Departmental Heads. Specifically, the responsibilities will include Projects, Outreach and Short Courses.

### **Relationships**

The position holder reports to the Executive Director and coordinates with other members of the Management Team, Departmental Heads and Trainers in the provision of adequate and efficient services to **ALL** the organization's programmes.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Be responsible for projects work in consultation with the Executive Director and other staff. This should be translated into quarterly and monthly plan of activities.
- Be responsible for planning, implementing, monitoring and evaluation of all Donor Funded Projects in accordance with established procedures and in consultation with the training teams.
- Ensure that all projects work, outreaches and short courses are done professionally, and that quality control is maintained.
- Prepare appropriate tools for monitoring quality and progress of projects, outreaches and short courses of the organization.
- Ensure proper costing for and preparation of all projects implementation in collaboration with the Finance and Administration Manager.
- Keep a regularly up-dated list of resource persons that can be called upon from time to time by the Organization to facilitate projects, outreaches and short courses work.
- Ensure that every full time / part time staff or volunteer have the needed facilities, information and all other resources required for effective performance of his or her role in collaboration with the Administration Staff, the Accountant and the Finance and Administration Manager.
- Submit to the Executive Director monthly project - based progress reports detailing under each project how the respective departments have fared during the month.
- Submit appropriate project narrative reports to the Executive Director for onward submission and forwarding to funding partners as may be agreed upon in project contractual agreements.
- Devote an equivalent of one day a week to counselling and supervision
- Personally, assist in responsibilities of the organization including Outreach, Short Courses, Certificate Course and Diploma facilitation.
- Undertake any other appropriate / related duties as may be directed or delegated by the Executive Director.

## **Professional Qualifications**

- Master's Degree in Counselling Psychology or its equivalent in a field relevant to the job
- Management and/or Administration skills.
- Basic computer skills.

## **Experience**

- A minimum of 5 years' experience at senior position in projects, clinical and training programmes.
- Experience in Management and Administration.

## **Job Requirements**

- Excellent interpersonal and organizational skills.
- Excellent writing and oral communication skills
- Track record of team leadership and being a team player.
- Self-motivation and ability to take initiative
- Basic computer literacy.