

INCLUDING ALL INDIVIDUALS WITH INTELLECTUAL DISABILITIES!

14th November 2023

VACANCY – NATIONAL EXECUTIVE DIRECTOR

Down Syndrome South Africa seeks to employ a NATIONAL EXECUTIVE DIRECTOR to work at our National office based in Centurion, Tshwane. The position requires a dynamic, energetic, motivated person who is decisive, has initiative and drive **TO TAKE THE ORGANISATION FORWARD**.

The position requires someone who has strong management skills, confidence, determination, and the ability at building successful and sustainable relationships **WITH OUR MEMBERSHIP BASE AND DONORS**. The successful candidate will report directly to the **National Executive Committee (NEC)**.

The key responsibilities and outputs will be:

1. Title: NATIONAL EXECUTIVE DIRECTOR (NED)

2. Duties

2.1 Donor Management

- Create and write compelling proposals to retain and inspire new donors as per strategic plan both nationally and internationally;
- Regular project feedback and reports to donors;
- Working closely with other necessary staff to ensure the correct allocation of donor funding and project implementation;
- Position DSSA for sustainability and development of new opportunities.

2.2 Strategic planning

- Work closely with the NEC to ensure governance and policy documents are updated annually;
- Regularly review strategic planning and development;
- Ensure that the strategic plan and other initiatives is aligned with the organisation's vision and mission and rolled out in such a manner.

2.3 Management

- Overall leadership and management of the organisation;
- Overall responsibility, recruitment and retention of all staff at National office in consultation with the NEC;

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- Ensure good governance and provide support to all associations/support and outreach groups;
- Build, grow and strengthen the organisation efficiently and cost-effectively;
- Comply with relevant legislation and adhere to good governance;
- Support the NEC in terms of administration and general guidance;
- Provide regular feedback to the NEC on all projects and activities implemented;
- Represent DSSA at relevant DPO's/NGO's/governmental forums, and participate at regional and internationally forums such as the Africa Down Syndrome Network, Inclusion Africa/Inclusion International and Down Syndrome International;
- Promote and position the organisation in a positive manner.

2.4 Finances

- Have sound financial practices;
- Comply with the Public Finance Management Act and the NPO Act;
- Work closely with the Bookkeeper, Accountant, Treasurer and Auditors to ensure monthly and annual financials are in excellent order;
- Overall responsibility of budgets and expenditure thereof.

3. General

Any other duties the **National Executive Committee (NEC)** feels is in line with your position as the National Executive Director not mentioned herein.

4. In addition to the above further responsibilities will be:

- A good understanding of the various governmental departments and ability to interact with them promoting DSSA and disability issues relating to Down syndrome and other intellectual disabilities;
- Ability to communicate and function effectively in a multilingual/cultural environment;
- Ability to represent and grow the organization at national, continental and international level.

5. Recommended Skills Requirements:

- Matric, tertiary education an advantage;
- Good working knowledge of NGO governance and organisation policies;

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- At least 3 years experience in the NGO disability sector and knowledge and understanding of Down syndrome and other intellectual disabilities, community development, as well as business experience, will serve as strong recommendations;
- An excellent command of English language, both written and spoken and impeccable communication skills;
- Excellent interpersonal skills;
- Entrepreneurial and marketing skills;
- Strong computer and internet research skills;
- Excellent presentation skills;
- Project management skills;
- Ability to manage confidential information in an appropriate manner;
- A proven track record.

Notes:

- The successful candidate will be subject to the completion of an annual renewable performance agreement;
- He/she must be willing to travel nationally to visit (monitor and evaluate) Associations/support groups and outreaches and must have a valid Code B (08) driver's licence;
- Competency assessments, police clearance, checking of references and verification of qualifications and driver's licence will be part of the selection process;
- Candidates will be expected to be available for interviews at a place and time as determined by the National Executive Committee of DSSA;
- Salary at R25 000.00/month.

Interested persons should forward their CV to: Annelise Boot, at dssaoffice@icon.co.za, applications closes on Friday 9th February 2024.

Those who qualify for an interview will be contacted and a date and time will be set up for first round of interviews in February 2024. Should you not receive any communication from us regarding this position within one month, please note that you have not qualified for an interview and will not be contacted.

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