

Job Title: Deputy Executive Director

Reports To: Executive Director

Organization: The Institute for Justice and Reconciliation (IJR)

Purpose:

The Deputy Executive Director will serve as the second-in-command to the Executive Director, providing leadership and strategic direction for IJR's operations. This role involves overseeing all aspects of the organizations operations, including finance, human resources, office management, business development, funding and grants management, and monitoring and evaluation. The Deputy Executive Director will ensure that IJR's mission and goals are effectively implemented and maintained, supporting the long-term survival and reputation of the Institute.

Key Outcomes and Responsibilities:

1. Leadership and Strategy:

- Assist the Executive Director in setting and achieving strategic goals and objectives for the organization.
- Develop and implement operational plans that align with the strategic vision and 5-year plan.
- Act as a representative of the Executive Director in their absence.

2. Operational Management:

- Oversee daily operations of IJR, ensuring efficiency and effectiveness in all departments.
- Oversee the management of the finance department, including budgeting, financial reporting, and audits.
- Oversee the management of the fundraising and business development staff
- Oversee the management of communications department
- Supervise human resources, ensuring effective recruitment, retention, and development of staff.
- Oversee office management to ensure a productive and well-maintained work environment.

3. Business Development and Funding:

- Contribute to sourcing business development initiatives to secure new funding opportunities.
- Maintain relationships with donors, sponsors, and stakeholders.
- Oversee the drafting of grant proposals and effective grants management.

4. Monitoring and Evaluation:

- Develop and implement monitoring and evaluation frameworks to assess program effectiveness.

- Ensure that all projects and programs meet their objectives and deliver desired outcomes.
- Report regularly to the Executive Director and Board on the performance and impact of programs.

5. Financial Management:

- Ensure effective financial management and reporting systems are in place to manage donor funds ethically and efficiently.
- Ensure budgets are developed and uploaded.
- Oversee financial reporting to donors according to grant agreements.
- Promote processes to enhance the financial self-sufficiency of the Institute.

6. Compliance and Governance:

- Ensure compliance with legal, regulatory, and ethical standards.
- Assist in preparing reports for the Board of Directors and participate in Board meetings.
- Implement and monitor policies and procedures to maintain organizational integrity and accountability.

7. Communication and Advocacy:

- Act as a spokesperson for the organization when required.
- Promote IJR's mission and values to external audiences.
- Foster a positive organizational culture that reflects the values and mission of IJR.

8. People Management:

- Manage and support a team of Head of Departments (HODs) directly, ensuring alignment with organizational goals.
- Oversee general HR management within IJR with the assistance of the HR Consultant.
- Develop an annual HR plan in consultation with HODs, based on program work plans and annual budgets.
- Ensure recruitment and selection processes are adhered to, with detailed job descriptions for all staff.
- Manage performance and development of staff through regular one-on-ones, appraisals, and ongoing support.
- Oversee day-to-day HR issues, including leave, overtime, and work-life balance.
- Direct and oversee the annual remuneration review in consultation with HODs and HR Consultant.

Qualifications Required:

- Master's degree or higher in a relevant field such as Business Administration, Nonprofit Management, Public Administration, or a related discipline.
- Minimum of 10 years of experience in a senior management role within an NGO or similar organization.
- Proven track record in strategic planning, operational management, and fundraising.

Competencies Required:

- Strong leadership and management skills with the ability to inspire and motivate a diverse team.
- Excellent financial acumen and experience in managing large budgets.
- Exceptional communication and interpersonal skills.
- High level of integrity and commitment to IJR's mission and values.
- Strong analytical and problem-solving abilities.
- Experience in business development and securing funding.
- Ability to work collaboratively with the Board of Directors, Executive Director, and other stakeholders.
- Excellent strategic planning ability and experience handling a heavy workload under pressure.

Years of Experience Required:

- Minimum of 10 years in a senior management role within an NGO or related sector, with at least 5 years in a leadership position overseeing multiple departments.