



## **JOB DESCRIPTION & BASIC TERMS OF SERVICE**

for the Executive Director.

**Position/Title:** Executive Director

**Location:** Kampala

**Reports to:** The Board of Directors

**Direct Supervisees:** Head of Programs, Head of Finance & Administration

**Contract Duration:** 24 months (renewable upon satisfactory performance)

**Starting Date:** March 1st, 2020

**Salary:** Attractive/Negotiable

**Travels:** Nationwide travels (approximately 15%) including rural areas.

### **Introduction:**

Uganda Youth Network (UYONET) is a leading national umbrella organization for youth in Uganda with a network of youth organizations and partners working with young people across the country. Our vision is A Peaceful and Prosperous Society, led by an accountable governance system, and our mission is to build, empower and sustain a vibrant youth movement that fosters sustainable economic development and champion's accountable governance.

UYONET is currently implementing the 2018- 2028 strategy that aims at building a stronger youth movement through strengthening youth formations, economic empowerment, leadership, policy, governance and rights but also youth learning. Over the years, UYONET has built and sustained partnerships with a cross section of non-state agencies, governments, extensive media partnerships and regional bodies, civil society and other sectors to advocate effectively on issues of youth concern.

The Organization has been growing steadily since its inception in 2002 and is now seeking to dramatically accelerate growth and efficiency, with the confirmation of a new mission-focused, seasoned, strategic and process-minded Executive Director with the experience in scaling up an

organization, leading a team and developing a performance culture among a group of diverse, talented individuals in both the Board of Directors and the Secretariat.

### **Job Summary:**

The Executive Director is the key management leader of Uganda Youth Network (UYONET). 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.

As the Executive Director, you will be responsible for implementing Board of Director's Decisions and ensuring that policies, organizational procedures and regulations are followed. You will provide strategic direction and overall leadership and be responsible for ensuring teamwork across the UYONET secretariat.

You shall oversee day-to-day management and administration of the secretariat, and be responsible for the preparation, management and accountability of all budgets, strategic plans, accounts and progress reports for approval by the Board, and also account for and manage staff and resources of the organization.

The Executive Director shall act as secretary to the Board of Directors and along with the auditors, advise and ensure that the Board complies with all its regulatory obligations, and also be responsible for the preparation of all contract documents, ensuring contract compliance and overseeing quality assurance.

You will be responsible for ensuring strategic coordination of the secretariat programs and establish and oversee a cohesive documentation and lesson learning program within the organization.

### **Main Responsibilities/Duties;**

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

- Responsible for leading UYONET 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 and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support UYONET's mission.
- Responsible for the fiscal integrity of UYONET, 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.

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 UYONET's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that UYONET can successfully fulfill its Mission into the future.
- Responsible for the enhancement of UYONET'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.

1. Responsible for the hiring and retention of competent, qualified staff.
2. Responsible effective administration of UYONET operations.
3. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

#### **Specific Responsibilities/Duties;**

- 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.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Planning and operation of annual budget.
- Serve as UYONET's primary spokesperson to the organization's constituents, the media and the general public.

- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance UYONET's Mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Oversee organization Board and committee meetings.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

### **Core Competencies:**

- Transparent with high level of integrity.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with the board, staff and membership.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

## **How to Apply**

Please send your application cover letter, detailed CV and academic documents with daytime telephone number and details of 3 referees to [jobs@uyonet.or.ug](mailto:jobs@uyonet.or.ug) (Job title entered on the subject line) by 10th January 2020 addressed to;

**The Chairperson,  
Human Resource Committee  
Uganda Youth Network  
Plot 55 Kimera Road – Ntinda  
P.O. Box 33268, Kampala (Uganda)**

## **NOTE:**

*Please note that only shortlisted candidates for interviews will be contacted within two weeks from the closing date. We thank you for expressing your interest in working with us.*