

TERMS OF REFERENCE FOR EXECUTIVE DIRECTOR

About ACT:

ACTS mission is to serve as facilitator driving change through a participatory framework; facilitate change actions through a community-driven priority approaches and facilitate development actions through evidence-based approaches. ACTS shapes the context in which sustainability standards systems operate, by defining what good practice looks like for the sector, as well as through influencing how external stakeholders think about and engage with credible voluntary standards systems. We support cooperation among our members and other interested parties to shape an effective standards movement. By building a collaborative movement we aim to achieve a significant and increasing impact on the sustainability of products and services worldwide. At the core of ACTS is a network of organizations that work together to improve the operation of voluntary standards and certification. Our members include most of the leading social, health, education and environmental standards systems worldwide. ACTS engages with a variety of external organizations including businesses, governments and NGOs in order for them to better understand and increasingly work with sustainability standards systems to achieve their own objectives and help shape the landscape in which standard systems operate. The project will also work to increase the use of sustainability standards in global public procurement. These activities will provide a platform for ACTS to increase its reach and influence globally in the coming years.

ORGANISATIONAL CONTEXT

ACTS has seen a significant growth and diversification in its staff structure as well as the development of internal systems and policies typical for a small but growing organization. The next phase is very much about consolidation and the continued building and maintenance of internal communications, decision making and engagement processes. ACTS sees its employees as its greatest asset and has put in place appropriate policies and practices to reflect this including a new HR strategy, internal values and learning and development structures. 2018 is the year ACTS will be taking over the operation of MAP International Liberia and is now looking to build on this successes MAP International has achieved over the years. The organization is also exploring new sources of income generation.

WHAT WE SEEK:

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for ACTS staff, programmes, fundraising and execution of its mission. The Executive Director will be a high level professional with proven leadership and management skills and a strong knowledge of the international sustainability landscape. A confident presenter and analytical thinker, the successful candidate will demonstrate their ability to represent ACTS and related sustainability issues to a wide range of audiences including donors, government representatives, business leaders, and NGOs to build relationships and networks in a culturally sensitive manner. An ability to engage and empower people and inspire others to perform and

grow will go hand in hand with excellent communication, networking and implementation skills. The Executive Director will be the primary support to organizational fundraising efforts, including organizational efforts to develop income sources. The ideal candidate will have experience managing a mix of grant and loan.

This position will be leading ACTS into its next phase of growth, building on the success of MAP International for the past five years.

KEY PURPOSE OF THE JOB:

- To provide overall coordination and supervision of all Departments of ACT Liberia;
- To ensure operational excellence of field work in order to promote Health, Education and Hope;
- To ensure ACT Liberia meets donors' expectation and professional project deliveries;
- Leads ACT Liberia to financial autonomy;
- To ensure harmonious and professional working environment with staff, Partner Organizations and donors.

ANTICIPATED OUTCOME OF THE JOB:

- Retention of Partners and sustenance of their loyalties;
- ACT annual budget supported by 90% of designated funds;
- Employees are well trained and exhibit professionalism in the performance of tasks;
- Set annual targets and goals of Programs Operating plan are achieved;
- All projects implemented have a monitoring and evaluation plan.

RESPONSIBILITIES

See below a list of the main responsibilities of the role. Please note that this may not be an exhaustive list and the successful candidate may also be expected to take on additional responsibilities within the overall scope of the role.

Vision & Leadership

- Inspire and motivate ACTS staff to engage with and deliver on ACTS's mission
- Develop, communicate and assess priorities in light of a rapidly changing external landscape
- Strengthen the ACTS membership, its reputation and credibility, seeking long term benefits to ACTS members
- Manage key relationships with ACTS member organizations and partners, encourage open dialogue and actively foster collaboration between ACTS members
- Identify and engage key stakeholders (including governments, business leaders and global NGOs) and foster partnerships to pursue ACTS's mission related objectives.
- Represent interests of ACTS membership both internally and externally

- Enhance ACTS's profile by speaking publicly at relevant events

Governance

- Cultivate a strong and transparent working relationship with the Board of Directors, ACT, Map International and other donors to support their respective important governance role
- Report to Board of Directors of ACT on organizational performance against ACTS's strategic objectives and annual work plans and budget
- In liaison with Finance Manager ensure preparation and regular review of annual budgets

Financial Model

- Develop sustainable financial models for the organization, including identification and exploration of potential alternative income streams, e.g. through revenue generating/loan programs
- In partnership with MAP International develop and implement a fundraising strategy and steward key donor relationships

Quality Control/Management of Departments/Fund rising:

- Offers support and guidance to Head of Departments (HODs) with the aim of achieving operational excellence;
- Oversee all intermittent evaluation of project documents, implementation according to budgetary allocations (confirming that project expenses and targets are all in line with the approved budget);
- Guarantee accountability by ensuring that the organization financial and procurement policies are adhered to by every staff member;
- Assigns, reviews, and evaluates the work of HODs to ensure adherence to set standard;
- Formulates a plan/proposal for Fund raising;
- Signs and acquire strong financial partnerships locally and internationally;
- Ensures that the country office has an accurate strategic plan, aligned with the overall strategic plan of Partner Organization and major donors;
- Conduct regular progress meeting with ACT staff, MAP International Office in the USA, and funding partners to review projects performance, identify gaps and address them accordingly;
- Ensure the use of project management document appropriately;
- Responsibility for Assets: Responsible for protection, conservation and the efficient utilization of office equipment and other organization assets;
- Ensure that there are annual audits and the management response to the audit is made on the timely basis.

Organizational Management

- Oversees the implementation of best practices in the performance of national and field operations;
 - Ensures effective application of Company project methodology and enforces project standards;
 - Creates and executes project work plans and revises as appropriate to meet changing needs and requirements;
 - Prepares progress reports and status and deviation from goals to inform ACT Board of Directors;
 - Ensures that projects meet both external and internal requirements, including legal compliance and partners expectations;
- Ensure programmatic excellence, rigorous programme evaluation, and consistent quality of finance and administration, fundraising, communications and systems
 - Define organizational work plans and priorities in order to effectively achieve ACTS's mission
 - Engage, develop and empower staff in order to enable high performing teams and individual learning
 - Ensure that staff, systems and other resources are aligned to deliver high impact outcomes and operational efficiencies
 - Foster an enabling environment to encourage continuous learning and growth
 - Programme Delivery
 - Support conceptualization, fundraising and launch of new programmatic activities
 - Support programme delivery as chief organizational ambassador

General Issues:

- Ensures that accurate and proper accounting procedures are followed in managing the organization's financial records and transactions;
- Ensures that ACT's financial transactions are managed in a transparent, honest and professional manner;
- Analyzes departmental workflow and workers' job duties to recommend reorganization or departmental realignment within the organization;
- Provides input into the organization's goal setting process;
- Interprets policies, procedures, purposes, and goals of ACT to all Staff;
- Provides inputs in the development and administration of policies and procedures and ensures that employees adhere to rules and regulations;
- Ensures that competent and reliable staffs are recruited;
- Ensures that employee's performances management are properly done;
- Maintains discipline in the organization;
- Ensures a safe and healthy working environment;
- Carries out any additional duties as assigned by the Vice President Global Programs.

ATTRIBUTES, SKILLS AND EXPERIENCE

Essential –

- Proven experience in dealing with a rapidly evolving external landscape
- Accomplished leader with substantial experience in developing and managing high performing teams
- Proven experience of developing and delivering strategy and communicating clearly about organizational priorities
- Excellent public speaking abilities and experience in dealing with high level individuals (e.g. donors or government or corporate representatives) on a one to one basis
- Demonstrable experience building networks and relationships with a wide range of actors in diverse countries, including governments, businesses and NGOs.
- Strong collaborative decision making ability and inclusive approach - Comfortable with substantial international travel commitments for around 30% of time (including frequent short travel and several longer trips to other locations)

Desirable

- Master's degree in Public Health, Education, Project Management and other relevant field
- Professional qualifications and experience in a sustainability or standard setting field.
- In depth knowledge of one or more ACTS member organization or their standards systems
- Confident and fluent talking about key issues faced by the sustainability standards movement and sustainability issues in general
- Previous experience in a senior leadership role in an organization with similar or relevant structure or role as ACTS.
- Proven experience with managing membership based initiatives and membership representation in international forums
- Experience with service provision and developing revenue generating activities
- Experience with fundraising from international donors and foundations and mixed income models for not for profit organizations

Other Relevant Information:

All applications should be submitted to **mapliberia@map.org**

Deadline for application is August 3, 2018 at 4:00 pm

Term: This is intended as a one year contract with possible renewal based on performance.

Working Hours: Based on a full time equivalent of 40 hours per week.

Location: This position will be based in Monrovia head office.

International Travel: The post holder will be required to undertake international travel including overnight stays.

Annual Leave: 25 days per annum (including office closure between Christmas and New Year)

Equal Opportunities: The ACTS strives to be an equal opportunities employer and commitment to this process is expected.