

# Job Description: Director

## Background

Raising Voices is a non-profit organization based in Kampala, Uganda working to prevent violence against women and children ([www.raisingvoices.org](http://www.raisingvoices.org)). We are seeking a dynamic, experienced, values-driven leader to coordinate all Raising Voices activities implemented out of the Uganda office. This is a top leadership position requiring an experienced senior level professional. It is a full-time position based in Kampala, Uganda.

**Purpose:** Direct and manage operations, programmes and activities implemented out of Raising Voices offices in Uganda.

## Role Description

### Strategic Management and Leadership

- Lead the strategic visioning, conceptual development, planning and monitoring of Raising Voices' work.
- Oversee implementation of the organization's strategic plan, operational budget and funding strategy.
- Support and oversee the team in all program planning, implementation, operations, budgeting, documentation, monitoring and reporting.
- Create a supportive environment that fosters personal responsibility, quality work and commitment to Raising Voices goals and values.

### Operational Management

- Oversee the finance management and serve as the Chief Accounting Officer.
- Oversee all the operational and administrative functions of the organization.
- Assume overall responsibility for human resource management of all staff in Uganda at Raising Voices.
- Ensure timely, accurate and quality financial and narrative reporting in compliance with contractual obligations to funding partners.
- Supervise and mentor senior staff to ensure quality work and accountability.
- Ensure operationalization and adherence to all Raising Voices' policies and procedures.
- Ensure efficient and functioning management systems.
- Foster intra-department linkages, communication and synergies within Raising Voices.
- Ensure adherence to policies and compliance to all commitments.
- Serve as chief quality assurance ambassador of Raising Voices.

### Internal and External Relations

- Represent Raising Voices at processes and events in Uganda and beyond.
- Manage positive and productive partner relationships with development actors and institutions
- Initiate, actively participate in and oversee internal processes for the Raising Voices staff that build skills and commitment to organizational values.
- Demonstrate effective, values driven leadership to all Raising Voices staff.
- Foster a conducive environment that is transparent, accountable and supportive.
- Work collaboratively with the co-founders on donor relations, strategic decisions and leadership of Raising Voices through the transition process and into the next stage of organizational growth.

## Reporting

- The Finance Coordinator, Administrator, VAW Prevention Coordinator, Learning Coordinator and VAC Prevention Coordinator will report directly to the Director.
- The Director will report to the co-founders of Raising Voices through the transition process and then directly to the Board.

## Qualifications

- Master's degree or equivalent
- At least **10 years** work experience with at least 5 years in executive leadership role, experience in Uganda an advantage. **Your application will not proceed if this criterion is not met.**

## Competencies

- Solid understanding of the national and international development trends, particularly relating to VAW/C that may influence Raising Voices' mission and programmes.
- Personal integrity and transparency, serving as a role model for others.
- Effective communicator with enthusiasm and willingness to champion Raising Voices' values.
- Strong organizational and management skills.
- Keen appreciation of quality and standards with ability to take responsibility for delivering results.
- Able to lead and manage processes and people with energy and enthusiasm.
- Experience and knowledge of statutory requirements and employment law in Uganda.
- Strong analytical and conceptual skills with the ability to see both the big picture as well as micro issues.
- Excellent writing skills with the ability to synthesize, understand and communicate complex issues effectively and in a timely fashion.
- Strong computer skills including Microsoft Office, Accounting software (NAVISION) and social media.
- Quick learner.

**Please review qualifications and competencies carefully. Unqualified candidates will not be shortlisted.**

## Remuneration

Competitive remuneration package commensurate with experience and skill.

## Application Process

Send application to: [jobs@raisingvoices.org](mailto:jobs@raisingvoices.org) with subject line "Director Application" the following:

- An updated CV with indication of your preferred way of being contacted.
- A thoughtful cover letter that includes why you are interested in this position at this point in your career, and why you feel you are a good match for Raising Voices.
- Two-page statement on how you would approach this role if you emerged as a successful candidate. How would you prepare for the position, what would you prioritize on starting, and what would be important to you about how you accomplished it?

Rolling Deadline: open until filled.

**Please note:** Incomplete applications not accepted. Only shortlisted candidates will be contacted within 3 weeks of their application submission.