

# **NATIONAL FORUM OF PEOPLE LIVING WITH HIV/AIDS NETWORKS UGANDA (NAFOPHANU)**

**TITLE: EXECUTIVE DIRECTOR**

**REPORTS TO: BOARD OF DIRECTORS**

## **RESPONSIBLE FOR:**

1. Finance & Administration Manager
2. Programme Manager
3. Monitoring & Evaluation Manager
4. Communication & Advocacy Manager
5. Personal Assistant

## **JOB SUMMARY**

Leading the staff at the Forum Secretariat, the Executive Director will report to, and work with the Board to drive the strategic directions of the Organization, managing all aspects of the Secretariat to achieve the organization's objectives and mission. The Executive Director is expected to develop and manage relationships with all stakeholders of NAFOPHANU.

## **KEY RESPONSIBILITIES:**

### **A. EXECUTIVE RESPONSIBILITIES**

- i. Ensure that the Forum Board is fully informed on the condition of the Forum and important factors influencing it.
- ii. Advise the Board on business plans and operational issues, and to communicate and lead implementation of Board decisions.
- iii. Publicise the vision, goals, objectives, progress and impact of the Forum, and provide regular briefs and partnership requests to well wishers.
- iv. Establish sound working relationships and cooperative arrangements with identified strategic partners and well wishers.
- v. Provide technical leadership in developing and implementing the Forum's strategic plans to achieve its set goals and objectives.
- vi. Ensure that the Forum has a long-term strategy for resource mobilization, staffing and staff development for sustainable and impactful work among PLHIV and other partners.
- vii. Ensure the generation of PLHIV Forum and Networks' advocacy agenda.
- viii. Represent the Forum at International, Regional, and National, District and local community activities and events related to HIV&AIDS.
- ix. Maintain official records and documents, and ensure compliance with international, regional, national, district and local/community level regulations governing organizations, and the implementation of HIV & AIDS related activities.
- x. Maintain an updated working knowledge of significant developments and trends in the fields of HIV&AIDS and other related thematic areas and advocacy issues as presented by PLHIV and other partners.

- xi. Initiate and oversee the implementation of organizational development activities for the Forum.
- xii. Human resources management in line with recruitment, supervision, motivation and appraisal of staff.
- xiii. Support development of organisational policies, manuals and strategies

## **B. FINANCIAL RESPONSIBILITIES**

- a) Ensure the development and maintenance of a sound financial management system within the Forum
- b) Work with staff, the Forum Board and other partners to ensure that the Forum operates within budget guidelines and audits are done
- c) Ensure that adequate funds are mobilized and sourced for the Forum to carry out her work and mission of strengthening the coordination of PLHIV activities in Uganda. This includes networking and direct fundraising efforts with local and international donors in and outside the country
- d) Jointly work with the Forum Board and other partners and conduct official correspondences of the Forum
- e) Ensure the timely preparation and submission of financial reports to the Forum Board and funding partners

## **C. PERSONAL RESPONSIBILITIES**

1. Perform roles of Secretary to the Forum Board, and execute all assignments related to that function
2. In consultation with the Forum Board, ensure the recruitment and employment of staff of the Forum and their welfare
3. Ensure that job descriptions and staff performance objectives are developed; and periodic staff performance appraisal is done
4. Ensure the development and implementation of sound human resource policies
5. Encourage paid and voluntary staff development, and assist programme staff in relation to their contribution to the overall vision, mission, and goals of the Forum
6. Develop and maintain a social, spiritual, interpersonal and practical environment that keeps and motivates good quality working relationship among staff; encouraging teamwork and leadership development
7. Arrange for quarterly Board meetings and the annual PLHIV General Assembly respectively

## **MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Bachelor's Degree in Social Work, Public Administration, Project Planning & Management, Education, Public Health, Social Sciences, Development Studies, or other relevant discipline
- A Post Graduate course will be an added advantage
- At least five years of work experience in program development, preferably at national level, and in the capacity being applied for
- Ability to create a positive team environment using leadership, delegation, and quality management skills.

- A good understanding and exposure to community support network.
- Clear understanding of the Meaningful Involvement of People Living with HIV (MIPA) principle
- Excellent oral and written communication skills, excellent analytical abilities, strong interpersonal and facilitation skills
- Computer skills especially in MS Office packages
- Ability to work with multiple partners and PLHIV networks and groups

## **APPLICATION REQUIREMENTS**

1. Cover/application letter; addressed to the Board Chairperson, NAFOPHANU, P.O. Box 142157, Kampala GPO, Email: [nafophanu.recruitment@gmail.com](mailto:nafophanu.recruitment@gmail.com)
2. Certified degree certificate
3. CV of not more than 5 pages
4. Copy of National Identity Card
5. Other relevant documents

## **NOTE:**

1. *People Living with HIV (PLHIV) are particularly encouraged to apply*
2. *Those who applied earlier need not apply, your applications are still with us*

## **DEADLINE**

*Friday 11 October 2024*