

## VACANCY ANNOUNCEMENT – NATIONAL DIRECTOR – NAMIBIA

**Position title:** National Director  
**Working location:** Windhoek, Namibia  
**Supervisor:** Board Chairperson / Children's Villages International Representative  
**Region:** East and Southern Africa (ESAF)

### Context of the Organization

SOS Children's Villages International (SOS CVI) is non-governmental and non-denominational organization working with communities, partners and states to ensure that the rights of all children are fulfilled in every society. SOS CVI is a global federation working to protect and care for children who have lost parental care, or who stand at risk of losing the care. We respect all religions and cultures and work with trusted partners in places where we can contribute to social development. Everything we do is made possible through the generous support of sponsors and donors, institutional and corporate partners, and loyal friends worldwide.

Envisioning that every child belongs to a family and grows up with love, respect and security, we exist to build families for children in need, we help them shape their own futures, and we share in the development of their communities. Everything we do is guided by the firm belief that no child should grow up alone and that we need to improve care for children who are at risk, enabling them to overcome precarious conditions and to succeed in life. To achieve our mission, our strategy for the upcoming decade focuses on ensuring the best care of children, innovation, and effective collaboration with more partners. Our core values guiding who we are and what we do include courage to take action, commitment to keep our promises, trust to believe in each other, and accountability to be reliable Partners.

### Job Summary

The National Director leads, manages and develops the National Association (NA) as its chief executive, ensuring effective delivery of programmes and services to children and young people, families and communities within the frame of the international SOS Children's Villages organization's vision, mission, values and strategy. Through seeking governmental subsidies and funding, international / national grants as well as through fundraising he / she maximizes the financial self-sufficiency of the National Association (and the ability to financially support other National Associations) according to the potential in the country. In addition, the job incumbent ensures the effective overall direction, operations and performance of the National Association (NA), by developing and executing core programme and financial strategies that lead to the sustainability of the organization. Furthermore, National Director leads and develops the NA with the support from leadership (Board and Management), to ensure effective delivery of programmes and services to programme participants.

## **Main Clients**

- Board of Directors (or Trustees)
- National Management Team
- International Director Region
- CVI Representative
- Regional Office Function Directors & Advisors

## **Key performance areas and main responsibilities:**

### **Strategic Direction and Governance**

- Facilitates the strategic planning process under the direction of the board (or guided by the board), involving the national management team and other key staff in identifying priority areas and setting objectives;
- Review strategy regularly, proactively assess future needs and perform sustainability forecasts to ensure relevance and appropriateness of the NA;
- Follow up on reports relating to the development and/or deviation from the expected route by any programme / project within the NA.
- Presents plans, reports and proposals at board meetings. Ensures in joint cooperation with the chairperson legality of the national organization, complying with relevant national legislation. Ensures that board decisions are translated into clear actions;
- Communicate SOS-KDI policy at the National and Programme levels.
- Drive operational excellence by ensuring appropriate best practices, processes and technologies are in place.

### **Brand Development**

- Applies the internationally agreed brand development concept in national strategy, planning and implementation;
- Provide strategic and tactical guidance to the NA marketing, branding- and communication strategies and initiatives, together with the Fund Development and Communications department;
- Maintain close contact with internal and external marketing and related stakeholders to build strategic relationships, solicit continual feedback on current initiatives, and understand market needs and perceptions;

### **HR Management and Organization Development**

- Ensures that the right people are employed for the right positions so that co-workers and external partners are always treated with the desired professionalism and according to the principles of the organizational culture
- Ensures an efficient performance management and human resource development system that guarantees the development of co-workers and the identification of talents. Besides, promotes accountability at all levels of the National Association
- Leads and manages the National Management Team, builds an effective National Office team, providing guidance and support as necessary;
- Assure stable employee relations by managing conflict and creating a positive working environment.

### **Programme Development, Management and Monitoring**

- Ensures that resources are focused on building strong programmes and services. Ensures review and evaluation of programmes to ascertain that agreed plans and policies are implemented and provides capacity building and technical support as needed
- Promotes interaction and exchange of relevant experiences between programmes
- Drives change in programme focus toward community-based programme interventions.

### **Finance and Funds Management**

- Ensures timely planning and budgeting
- Implements and monitors the internal control system, reviews key figures & financial reports
- Ensures realization of annual financial statement and external audit report
- Oversee an efficient flow of funds to the programmes and projects

### **Fund Development and Public Relations**

- Promotes long-term stability and financial self-sufficiency by pursuing support from government and private sources with the aim to maximise the fundraising potential
- Supports the development and implementation of sustainable fundraising strategies and grant applications.
- Supports public relations/marketing activities as necessary and ensures that an appropriate image of the organization is portrayed

### **Partnership building, Advocacy and Cooperation with external stakeholders**

- Establishes sound relationships with relevant government authorities, ensures appropriate representation of the organization's views and seeks government recognition and support for SOS Children's Villages work
- Ensures a clear understanding of the NA role of children, young people, families, community
- Builds partnerships with non-governmental organisations who work for the rights of children without parental care or at risk of losing parental care

### **Cooperation and Reporting**

- Fosters a professional relationship and maintains close cooperation with the Regional Office as well as with other units in the General Secretariat; receives guidance, support and monitoring with respect to international standards (from Regional Office); provides specified reports and acts on agreements

### **Child Safeguarding (CS)**

- Responsible for implementation and management of SOS Child Protection Policy in NA and for reporting to the national Board
- Ensures that co-workers and programmes do no cause harm to children and young people and that they are not exposed to the risk of harm and abuse
- Responsible to report any concerns the organization has about children's safety in its programmes and within the communities to the appropriate authorities
- Ensures that co-workers act within national law, Child Protection Policy, Code of Conduct and other child safeguarding requirements.

### **Knowledge, skills, qualifications, abilities and behavioral competences:**

- Bachelor's degree in Business, Law, Public Policy and Social Sciences, A Master's degree is an added advantage.
- At least 10 years' experience in developmental work at senior management and leadership positions
- A good understanding of child rights and child development issues in a developing country.
- Experience in developing, nurturing and implementing social development programmes and fund raising through establishment of long-term partnerships with stakeholders.
- Strong influential and executive leadership style, be an articulate and confident manager able to spur confidence in the organization, working closely with the Board of Trustees.
- Notable success working with and building high performance and successful teams in a multi-cultural setting.
- Excellent networking ability, persuasive communication, marketing and fundraising skills.



- A successful record of accomplishment working with and building high-performance teams in a multi-cultural setting.
- Strong managerial and implementation skills.
- Strong strategic awareness, integrating environmental developments, future orientation and a pragmatic view into operational planning and day-to-day work.
- Proactive decision-making based on sound analysis and excellent communication skills.
- Fluent oral/written English skills required, Namibian local languages preferred.
- Computer literate

### **How to Apply**

If you believe you are the right candidate for the above position, please send your application letter, detailed curriculum vitae (CV), and photocopies of academic certificates, and names and contact details of three referees as **Single Document**.

Applications that are late, or do not have CV or certificates attached, will be disqualified. Only shortlisted candidates will be contacted. E-mail applications should bear the reference number of the position in the subject line of the email.

Applications including at least three traceable referees should be sent electronically to: [ESAF.HROD@sos-kd.org](mailto:ESAF.HROD@sos-kd.org). OR ICIMMS with this link [NATIONAL DIRECTOR – NAMIBIA in Windhoek | Careers at MA Namibia \(icims.com\)](#)

All applications should be submitted not later than 31<sup>st</sup>, October 2022

**“SOS Children’s Villages International holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization’s activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasise to assessing candidates value congruence and thorough background checks, police clearance reference check processes”.**

***Female candidates are highly encouraged to apply***