

The Namibia Red Cross Society is a member of the largest independent humanitarian network in the world, the International Red Cross and Red Crescent Movement. The NRCS touches thousands of lives each year through its various humanitarian and development programs. If you are looking for a fast paced, challenging positioning in a highly responsive dynamic national and international environment, we encourage you to join us on this journey, that is the mission of the Red Cross and experience the greatness of the human spirit at its best.

The NRCS is looking for a Secretary General to lead the organization in achieving its vision and the execution of its strategies.

POSITION: SECRETARY GENERAL
Duty Station: WINDHOEK
Duration: 5 year

Job Summary

To implement the strategic goals and objectives of Namibia Red Cross Society by giving direction and leadership towards the achievement of the NRCS philosophy, vision, mission strategies under the direction of the board.

Duties and Responsibilities

- Coordinate, with the input of the Board, the development, implementation and monitoring of a comprehensive Strategic Plan, ensuring that it effectively responds to the needs of the vulnerable communities in a sustainable manner.
- 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.
- Responsible for fundraising and developing other resources necessary to support NRCS's mission.
- Responsible for fiscal management, maximum resource utilization, and maintenance of the organization in a positive financial position.
- Ensure compliance with the NRCS Constitution, policies and guidelines as approved by NRCS governance structure.
- Enhancement of NRCS' image by being active and visible in the communities and by working closely and collaborate with the government and other relevant stakeholders, in respect to the work of the Red Cross.
- Promote continuous effort by management to upgrade and improve the processes and systems to ensure quality services.

Qualification

- Master's Degree, preferably in Social Sciences / Business Administration/ Agriculture Experience
- At least 10 years work experience of progressively responsible positions, preferably in NGOs. Of these ten years, three must have been at senior management level.

Knowledge

- Good knowledge and understanding of development and humanitarian programmes administration and management, marketing, financial and human resources management.
- Knowledge of Superior interpersonal skills to enable internal teamwork and external relationship-building with a diverse constituency, including donors, government officials, media, other interest groups and the general public.

Skills

- Excellent managerial, leadership, planning, organizing and control. Good negotiations and team building skills and skills interaction with diverse cultures.
- Excellent understanding of the non-profit environment and the NRCS's mandate and functions.
- Ability to keep abreast of all current activities of the RCRC Movement.
- Ability to confidently represent the NRCS at regional and international level.
- Ability to facilitate the NRCS's interactions with government departments and other agencies within the region.
- Valid driver's license.

ONLY NAMIBIAN CITIZENS WILL BE CONSIDERED.

We offer:

- A market related remuneration package
- A challenging career opportunity within an international humanitarian environment

PREVIOUSLY DISADVANTAGED GROUPS AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY

Your application, accompanied by a detailed CV, copies of qualifications, identity document and three contactable referees, should be sent to: **The NRCS Chairperson Dr. Rosa Persandt, Delivered** by hands only to: **HR DEPARTMENT, NAMIBIA RED CROSS SOCIETY, P.O. BOX 346, WINDHOEK, NAMIBIA (physical address: 2128 Independence Avenue, Katutura, Windhoek).**

NOTE: No faxed, or email applications will be considered. Only shortlisted candidates will be informed about the outcome of the interviews.

The company reserves the right to conduct a further detailed background check.

CLOSING DATE FOR APPLICATIONS: 29 January 2021 not later than 5pm

Only shortlisted candidates will be informed and contacted for interviews.

No documents/CVs will be returned.