

EMPLOYMENT OPPORTUNITY

POSITION: SENIOR EXECUTIVE OFFICER, TRANSPARENCY INTERNATIONAL FIJI LTD

Role

Responsible to the Board of Directors for high-level decisions on policy and strategy, the effective management of the organisation and approved programmes, ensuring effective awareness and communication using latest technology and innovations throughout the Fiji society in all sectors as well as regionally and in the rest of the global reach of the TI movement, and best practice in human resources management. As a leader and chief executive of the company, the Senior Executive Officer advises the board of directors, motivates employees, and drives change within the organization, while presiding over the organisation's day-to-day operations.

Responsibilities

As a leader, the SEO is responsible for formulating the business plan and driving the organisation strategy. The SEO advises the Board, advocates and promotes result and outcome oriented action in the company, changes considered necessary for the organisation mission, supports the motivation of employees in achieving set targets for its products, programmes and operations.

As spokesperson for the organisation, the SEO is the face of the organisation, engages with partners, and appears in media.

As main communicator, ensures that staff and Board members have sufficient and up-to-date information, seeks out future change opportunities, sharpens interfaces between the Board and employees as well as between TIFiji and the society at large

As a decision maker, formulates policies and planning recommendations to the Board, decides or guides courses of action in operations by staff

As manager, oversees operations of TIFiji as an organisation, implements plans, manages its human resources (including the selection, performance assessment and management of staff) as well as its financial and physical resources. The SEO assists directors, makes recommendations and supports the Board members during orientation and self-evaluation.

As corporate capacity builder, the SEO is the key person for seeking effective partnerships.

Specific areas of responsibility

1. Program, Product and Service Delivery

Oversees strategy, design, marketing, promotion, delivery and quality of programmes, products and services.

2. Financial, Tax, Risk and Facilities Management

Recommends yearly budget for Board approval and prudently manages TIFiji's resources within those budget guidelines according to current laws and regulations.

3. Human Resource Management

Effectively manages the human resources of the organisation according to authorised personnel policies and procedures that fully conform to current Fiji laws and regulations.

4. Community and Public Relations

Assures the organisation and its mission, programmes, products and services are consistently presented in strong, positive image to relevant stakeholders.

5. Fundraising

Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

6. Board Reporting

Supports the Board by advising and informing Board members and interfacing between Board and staff.

Qualification requirements

A good university degree in development management, community mobilisation and governance or other relevant equivalent or higher qualification and training and relevant competent experience, including use of at least one of Fiji's vernacular languages . Experience in staff management, reporting and donor relationships is critical. Successful experience at policy advice, in anti-corruption and integrity promotion programmes and systems development, and working with civil society and community organisations is an advantage.

Remuneration

An attractive salary is available with other terms and conditions of employment commensurate with the duties and responsibilities of the position. These can be negotiated during the selection process according to relevant qualification and experience.

Transparency International Fiji Ltd

62&72 Pratt Street, Suva

25th July 2014