



## VACANCY: Executive Director

<b>Job Title:</b>	Executive Director
<b>Location:</b>	Kampala, Uganda
<b>Reporting to:</b>	Board of Directors
<b>Terms and Conditions</b>	Competitive salary with benefits including medical and relocation package (if applicable) Full time position 22 days leave a year in addition to statutory holidays
<b>Background to IRRI</b> The International Refugee Rights Initiative (IRRI) – <a href="http://www.refugee-rights.org">www.refugee-rights.org</a> - was founded in 2004 to inform and improve responses to the cycles of violence and displacement that are at the heart of large-scale human rights violations. Headquartered in Uganda, we are registered as a non-governmental, non-profit organisation in the US, the UK and Uganda.  Over the last 14 years, we have developed a holistic approach to the protection of human rights before, during, and in the aftermath of displacement, by focusing on: <ul style="list-style-type: none"><li>• identifying the violations that cause displacement and exile,</li><li>• protecting the rights of those who are displaced, and</li><li>• ensuring the solutions to their displacement are durable, rights respecting, safe and timely</li></ul> We aim to ensure the voices of the displaced are both heard and heeded at the international level through our evidence based advocacy that is built on robust field based data collection and analysis.	
<b>Job Outline:</b> We are seeking a dynamic, experienced, and visionary leader to lead the organisation. This position requires an experienced, senior-level professional.  The Executive Director will be responsible for providing overall leadership and direction to IRRI, managing operations, programmes and activities, ensuring the ongoing financial viability of the organisation. S/he will be responsible for building effective working relationships with peers, and facilitating opportunities for cross-organisational collaboration, sharing, and learning and cultivating a work environment that provides space for reflection and lesson learning.	
<b>Key areas of responsibilities:</b>  <b>Strategic organisational leadership and representation</b> <ul style="list-style-type: none"><li>• Create and implement strategic plans for taking forward IRRI's vision and mission in the next 3-5 years.</li></ul>	

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The International Refugee Rights Initiative is a registered non-governmental organisation No. 7153 in Uganda, a registered PLC in England and Wales, Company No. 8232075, and recognised as a tax exempt not for profit under section 501c3 of the Internal Revenue Code in the United States.

- Lead on the development and implementation of organisational outreach strategies that effectively communicate the organisation's priorities and raise its profile.
- Identify and develop key relationships to achieve the organisational vision.
- Represent IRRI to share relevant achievements and outcomes, to promote our work and to advocate for change.
- Ensure efficient and functioning management systems, compliance with legal requirements and fulfilment of institutional commitments to all stakeholders.

#### ***Programme management***

- Coordinate the development and delivery of programming, providing leadership and support to the programme team. Be proactive in developing creative ideas and approaches to address the programme's core areas of engagement.
- Oversee program planning, implementation, budgeting, documentation, monitoring and reporting.
- Ensure the timely delivery of narrative and financial reports for donors and for internal processes.
- Develop and oversee formal and informal partnerships and maintain good relationships with selected local, national, and international actors.
- Ensure effective knowledge management on cross-organisational thematic issues and support functions.

#### ***Human resources and people management***

- Manage and coach the IRRI team, including senior individuals, to ensure high performance and professional development.
- Foster a supportive, transparent and accountable environment that fosters high quality work.
- Ensure policies and practices are kept up to date and that staff are aware of them.
- Ensuring effective staff recruitment processes and regular performance reviews.
- Address health and safety issues in the office.
- Oversee the organisation's security policy, ensuring the security of staff, both in country and while travelling and organisational information.
- Demonstrate effective, values driven leadership.

#### ***Funding***

- Deliver a strategy that maximises and diversifies the funding base.
- Lead programme staff on the design and development of new funding proposals.
- Cultivate and maintain good relations with donors.
- Ensure timely and high quality financial and narrative reporting in compliance with contractual obligations to funding partners.

#### ***Financial and admin management***

Oversee all the operational and administrative functions of the organisation, in particular:

- Sign off organisational expenses and financial reporting to donors.
- Ensure compliance with legal and donor financial requirements.
- Plan, manage, and review the annual budget, using it as a tool for decision-making and monitoring.
- Account for the budget, resources and assets, ensuring financial controls and cost effectiveness are in place and rigorously applied.

#### ***Legal compliance***

- Ensure legal compliance in all areas (registration, tax, employment, health and safety, insurance, information and internal requirements).

## Person Specification

### Essential

- Bachelor's degree or equivalent (Master's degree preferred).
- At least **10 years'** work experience with at least 5 years of significant management responsibility.
- Deep understanding of human rights issues in conflict and displacement contexts.
- Substantial experience of financial management, including budgeting, and active budget management, and an in-depth understanding of financial controls and risk management.
- Strong organisational and programme management experience with experience of operating both at strategic and operational level.
- Proven experience securing and managing grants and funding from other sources (e.g. corporations, foundations, etc.).
- Excellent communicator with demonstrated ability to both represent the organization effectively externally and lead internally.
- Excellent networking and influencing skills with a diverse range of stakeholders, including at senior levels.
- Excellent people management skills, with experience of developing and leading effective, diverse teams.
- Attention to detail, focused and solution driven with the willingness and ability to implement innovative ideas and improve working methodologies.
- Strong political awareness and sensitivity, analytical and conceptual skills.
- Demonstrated problem solver and ability to think creatively.
- Willingness to travel and work a flexible schedule to accommodate business and travel requirements.
- Strong computer skills including all Microsoft products, finance packages etc.
- Fluency in written and spoken English.

### Desirable

- Additional relevant language(s).
- Experience working at a senior level in Uganda.

We encourage all qualified and interested applicants to submit:

- an up-to-date CV and cover letter (both a maximum of 3 pages) with current salary and salary expectations
- a writing sample and
- Three professional references.

Any applications without all four submissions included will not be considered.

Submit via email with the subject "Executive Director application" to [recruitment@refugee-rights.org](mailto:recruitment@refugee-rights.org)

IRRI provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Application deadline: 15 December 2018**

Only candidates who have been selected for an interview will be contacted.