

VACANCY ANNOUNCEMENT (Voluntary Board Members) – 24.02.21

Background:

Kwakha Indvodza (KI), Eswatini's foremost male mentoring organization specializes in community-led health and behaviour change interventions with men and boys. Founded in response to fundamental gaps in HIV and violence prevention programming, KI provides a unique interactive space to nurture healthy, resilient, gender-equal males. With a team of over 40 skilled and motivated staff and volunteers, KI is emerging as a dependable, efficient national partner, implementing a wide range of health, social and financial strengthening programmes for men and boys.

Since 2012, we have scaled our various programmes towards serving tens of thousands of men young and old, each year, securing a diverse number of funding streams and an active network of national and regional partners. KI is seeking 2 passionate, experienced individuals to join KI's dynamic Board of Executive Directors and taking a leading role in governing the overall strategy, direction of KI's non-profit activities. **All board positions are voluntary**, although there are travel and/or data reimbursements available to Board Members should they wish to claim.

KI is looking for individuals with the following expertise:

- Finance Expert (1)
- Legal/ Human Rights Expert (1)

Job Description

Official Position Title: Board Member of the Executive Board of Directors

Roles and Responsibilities:

The Executive Board may perform functions and responsibilities which include, but are not limited to:

- Steer the organisation towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the non-profit has adequate resources to advance its mission.
- Advise, provide guidance, and support the Executive Director, by contributing to the organization's strategic focus, effectiveness, and financial sustainability, as well as serving as brand ambassadors and advocates.
- Agreeing on annual work plans and organizational deliverables.
- Managing the organization's finances and budget allocations.
- Developing accountability and governance tools for use by the organization.
- Assisting, as needed, in the mobilization of resources and reviewing grant proposals for the organization.
- Regularly reviewing project and annual activity reports and proposals for action presented by the Executive Director.
- Ensuring accurate monitoring and evaluation is conducted and precise results are published.

- Ensuring the utmost positive reputation and standards of accountability of the organization.
- Representing the organization, as needed, within the public sphere.
- Endorsing policies for Kwakha Indvodza in accordance with its objectives.
- Conducting periodic reviews of the role of Kwakha Indvodza in achieving its goal.
- Reviewing, deliberating and voting upon motions and resolutions made by the Executive Director, with one vote on motions and resolutions.
- Ensuring that the Executive Director is held accountable and performs toward deliverables established in his/her job description through conducting annual performance reviews.
- Implementing the disciplinary procedures against the Executive Director should there be a case of misconduct levelled against him/her.
- Making a serious commitment to the organization, regularly attending Board meetings, including sub-committee meetings when appointed as a member of a sub-committee.
- May include, maintaining records of the Board minutes and ensures effective management of the organization's records.
- Volunteering for KI and willingly accepting assignments, as well as ensuring timely follow-up of action points and completes designated tasks, as necessary.
- Practicing due diligence in preparing for meetings, reviewing documents, minutes and reports when necessary and contributing actively during meetings.
- Getting to know other Board members and senior staff, building a collegial working relationship which contributes towards consensus.
- Any other reasonable role as agreed upon at an Executive Board meeting

Application Details:

- Interested candidates should submit their Curriculum Vitae, and a short, personalised motivation letter detailing experience and contact details of two professional referees to Kwakha Indvodza **via email to:** info@kwakhaindvodza.com on or before the closing date for consideration.
- All applications for these positions close at **midnight on Wednesday 03/03/2021**. No late applications will be considered.
- Only shortlisted candidates will be contacted. If you do not hear from us after two weeks of the closing date, please consider your application unsuccessful.
- Kwakha Indvodza provides equal employment opportunities to all employees and applicants for employment without regard to race, colour, religion, sex, sexuality, national origin, age, disability or genetics.
- Kwakha Indvodza reserves the right not to make an appointment.