



**POSITION:** Chief Executive Officer  
**REPORTING TO:** Board of Directors  
**REMUNERATION:** Negotiable  
**LOCATION:** Gauteng  
**START DATE:** 01 May 2022



### **Background**

The Southern African HIV Clinicians Society (SAHCS) is a membership organisation of over 10,000 healthcare workers with an interest in HIV. SAHCS operates as a South African registered non-profit company (NPC) and is governed by a Board of Directors.

SAHCS strives to support and strengthen the capacity of its members to deliver high quality, evidence-based HIV prevention, care, and treatment services.

### **Context**

The Chief Executive Officer (CEO) represents SAHCS to the public, leads organisational development and strategic planning, builds donor relationships, and fundraises to maintain and grow the portfolio of SAHCS activities. The CEO optimizes financial performance, oversees program delivery, and oversees personnel. This position works closely with government, partner organisations, and other relevant bodies nationally and internationally.

The CEO will be responsible for the development of a business plan, in line with the mission, objectives and values of SAHCS. Fundraising is essential for the sustainability of SAHCS and therefore the CEO is responsible for the growth of donor funding throughout the year. The CEO is required to successfully lead SAHCS and all projects that are being handled at any given time and report back to the donors and the Board as required.

Further to this, the CEO is responsible for building the base of members and creating a greater impact in South Africa and Southern Africa.

## **Responsibilities**

### **Business Plan:**

- Produce a business plan for SAHCS to address the various deliverables assigned to the CEO:
  - a) Fundraising
  - b) Achievement of the SAHCS core objectives
  - c) Leadership
  - d) Growing the base membership
  - e) Employee management and growth
- Have the business plan reviewed and signed off by the Board.
- Make any changes required by the Board.
- Once the business plan is signed off, produce a strategy to implement the business plan.
- Manage the deliverables as depicted in the business plan, make adjustments as required and report back on the achievement of the business plan goals.

### **Strategic Plan:**

- Using the business plan, produce a strategic plan to achieve the deliverables set out in the business plan.
- Present to the Board for review and sign off.
- Inform all staff of the strategy and make it real to them to ensure the achievement of the strategy.
- Report back to the Board regularly.

### **Donor Fundraising:**

- Produce a plan for fundraising.
- Execute on the plan for fundraising.
- Develop relationships externally with key people or companies that can be harnessed for potential funds.
- Actively lead fundraising activities.

### **Programme Management:**

- Provide strategic leadership, in consultation with the President of the Board, for all the projects running at SAHCS.
- Work with the Project Managers to identify key programme gaps and the mechanisms to address these.
- Represent SAHCS at meetings, conferences, and events.
- Review proposals, budgets, donor reports, internal reports, etc. that are prepared.
- Implement monitoring strategies for existing and new projects.
- Review reports from each project and collate these into high-level reports for the Board to review.

### **Budget and Finance Management:**

- Provide oversight to all project budgets.
- Roll all the project budgets into an overarching budget for SAHCS and manage this budget.
- Use good governance when managing the budget and ensure correct financial principles are being followed at all times.
- Report back to the Board and the donors on the utilisation of funds.

- Ensure each budget and actual spend follows the requirements of the proposals that were submitted and approved.

#### **Employee Management:**

- Provide strong leadership to all employees and associates.
- Ensure each project is well resourced to deliver on the proposals and outcomes.
- Develop internal systems and capabilities to ensure that SAHCS functions well.

#### **External Relationships:**

- Develop and maintain strong relationships with government to further the agenda of SAHCS.
- Develop relationships with other stakeholders as required to further the agenda of SAHCS.
- Extend SAHCS membership base.

#### **General:**

- Attend and participate in SAHCS meetings, organisational reviews, and planning as well as other meetings that relate to the work of SAHCS.
- Any ad hoc job functions that may be required by SAHCS within reason and skill level.

#### **Requirements**

##### **Education:**

- Post-graduate degree in public health and/or other relevant discipline.
- MBA, MBBCh, PhD or similar.

##### **Experience:**

- Previous experience as a CEO of a similar organisation.
- 10 years' practical work experience, preferably with an NGO, implementation-focused donor, or development organisation.
- Extensive knowledge and experience in obtaining and managing large, grant-funded HIV and public health programmes.
- Excellent managerial and financial skills.
- Experience and/or knowledgeable of the HIV/AIDS sector, as well as both the public and private sectors.
- Project management skills, including planning, analytical and report-writing skills.
- Strong research and organisational skills.

##### **Knowledge and skills:**

- Grant proposal writing and proven fundraising ability.
- Project management skills, including planning, analytical and report-writing skills.
- Strong research and organisational skills.
- Good time management.
- Ability to multi-task.
- Strong decision-making, strategic thinking, problem-solving and co-ordination skills.
- Administration and budgeting skills.
- Conflict management skills.
- Good communication (including public speaking), interpersonal and listening skills.
- Computer literacy and competence in MS Office software package.

- Driver's licence is essential.
- Leadership skills.
- Technical knowledge in the field of HIV/AIDS.
- Knowledge of data information management systems.
- Ability to offer capacity-building for staff.
- People management.

**Personal attributes:**

- Ability to work under extreme pressure.
- Participatory style but decisive when necessary.
- Flexibility and willingness to work beyond official working times.
- Meticulous with good attention to detail.
- Self-motivation, ability to take initiative and work without supervision.
- Ability to work in a team.
- Ability to work with diverse cultural and professional backgrounds.
- Task orientation, results focus and accountability.
- Ability to lead, drive and motivate.

**Languages:**

- Fluency in spoken and written English.
- Ability to speak an additional South African language will be an advantage (isiZulu, Xhosa, Sotho, etc.)
- Ability to speak an additional African language will be an advantage (French, Portuguese, etc.)

**How to apply**

Interested applicants should submit the following by e-mail to [poveshnee@ngorecruit.com](mailto:poveshnee@ngorecruit.com) quoting reference number NCS001:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with the Southern African HIV Clinicians Society's mission and the unique qualities you will bring to this role

Application Deadline: 7<sup>th</sup> March 2022

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about the Southern African HIV Clinicians Society, visit their [website](#) and social media pages: [Facebook](#), [Twitter](#), and [LinkedIn](#).