



POSITION: Chief Executive Officer (CEO)

REPORTING TO: Chair and responsible to FALF Board of Directors

REMUNERATION: Competitive

LOCATION: Johannesburg

START DATE: ASAP



Background

The **Female Academic Leaders Fellowship NPC (FALF)** was founded by Dr Judy Dlamini, the University of Witwatersrand (Wits) Chancellor, in 2020.

FALF seeks to develop a pipeline of South African, African and Africans of mixed ancestry female academic leaders in tertiary institutions (Chancellor's Fellows). This initiative was informed by the slow racial and gender transformation at the leadership level in tertiary institutions nationally, especially when it comes to black females. Out of the 26 Vice Chancellors, only 4 are women; out of 30 Deputy Vice Chancellors, only 12 are women; less than 5% of Professors are black females (MTT Report 2020). FALF's objectives are the transformation of academic leadership, the contributors to the body of knowledge and the creation of role models and mentors, starting with the University of Witwatersrand.

The initiative adds to an existing University Transformation Plan that has been in place for more than ten years at Wits. FALF intends to create a cohort of no less than 100 (One hundred) Chancellor's Fellows in the first five years.

Position Purpose

- Provides leadership, direction and management of FALF to ensure execution of its mission to develop a pipeline and expanding the leadership pool of African and Coloured women academics in higher education institutions in South Africa.
- Works closely with the Board of Directors to ensure effective stewardship and governance of FALF.
- Takes primary responsibility for identifying and developing strong, trusted, and long-lasting relationships with current and potential donors, higher education and university leadership, government, private and public sector organisations, and other initiatives with missions like that of FALF locally and globally.
- Ensures staff is cohesive and motivated to deliver excellent programming and administration based on a shared commitment of FALF's long-term vision.
- Collaborates with the Chair in the representation and promoting of FALF externally and in the media.
- Ensures FALF's reputation, operations, national and continental commitments are maintained with integrity.

Role Responsibilities

Strategy, Planning and Governance

- Ensure FALF's vision, mission and strategy remains compelling and responsive to goal of developing talented black female academics nationally.
- Collaborate with the board in the development of strategic plans to realise FALF's vision and mission.
- Provide leadership to deliver on agreed plans and priorities reporting appropriately to the Board of Directors on progress towards key objectives.
- Ensure financial systems are sound, effectively monitored, aligned with budgets along with appropriate reporting to the Board of Directors.
- Work with FALF's auditors to ensure that relevant information is available to satisfy annual audit requirements.
- Developing and managing the preparation of an annual report on FALF progress and achievements.
- Monitor FALF operations to ensure employees and operating practices comply with regulatory and legal requirements.
- Support the Chair to ensure an effective Board of Directors that is committed and cohesive in carrying out its roles.
- Work with the Board of Directors in all governance matters including close and regular consulting with the Chair in ensuring appropriate committee structures and setting of meetings as well as timely preparation of agenda items and relevant documentation.

Managing Fellowship and Other Programmes

- Collaborate with Board of Directors in selection of FALF Fellows.
- Organise bi-annual 'check-in' meetings between the Board, Fellows' mentors and the Fellows.
- Accountability for ensuring that appropriate practices, policies, and processes are in place to facilitate effective granting, managing and evaluation of FALF Fellowships and other programmes in partnership with relevant university personnel.
- Support the development of a strong Fellow Alumni Association.
- Oversee the annual FALF Symposium, scheduled workshops and all FALF events.
- Liaise with Research Chairholders funded by FALF, ensuring that FALF meets her obligations to chair donors timeously.

Develop and Maintain Partnerships

- Lead relationships with institutions of higher learning, and relevant stakeholders in higher education, including government. Lead the roll-out of the FALF programme to other institutions as guided by the board. Identify partnerships that will benefit FALF and its mission globally.

Leadership and Management

- Provide inclusive and effective leadership to build and sustain a positive workplace culture where all staff are valued and supported to excel in the executing FALF's mission and vision.
- Ensure appropriate HR processes are followed in the recruitment, selection, development, performance evaluation and remuneration of staff.

Donor Development and Fundraising

- Cultivate and attract new donors to bring in additional funds and resources to achieve FALF's vision.

- Prepare donor solicitations and proposals that align donor expectations with FALF's mission and needs.
- Ensure that FALF complies with each donor's obligations with timeous and accurate reporting.
- Maintain positive, sound relationships with all donors.
- Identify and develop relationships with key national and international sources of funding relevant to FALF's mission and objectives.

Qualifications and Experience

- Master's degree required (PhD preferred).
- Proven experience of at least 8–10 years in senior management or director roles in non-profits.
- Demonstrates unwavering integrity, ethical decision-making, and a commitment to transparency.
- Proven leadership in scaling operations, building teams, and fostering a strong organisational culture.
- Possesses strong interpersonal and psychometric awareness, fostering a collaborative and high-performing team environment.
- Excellent people management skills and experience of creating an inclusive and mission-driven workplace.
- Exceptional written and verbal communication skills.
- An excellent and credible communicator, confident at engaging with individuals, partners and funders at all levels.
- A strong track record of building and sustaining donor relationships in order to raise and secure ambitious fundraising targets.
- Sound understanding of financial management and measures of performance.
- Expertise in legal, regulatory, and governance adherence, including board reporting.
- Ability to develop, implement, and oversee strategic plans effectively.
- Oversight of grants, fellowships, and academic initiatives.
- Building strong partnerships with universities, government, and international entities.
- Ability to navigate challenges and drive impactful transformation in academia.
- In-depth knowledge of academia and tertiary education landscapes.

How to apply

Interested applicants should submit the following by e-mail to vaneshree@ngorecruit.com quoting reference number: **NFA001**

- 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 Female Academic Leaders Fellowship NPC (FALF)'s mission and the unique qualities you will bring to this role.

Application Deadline: **18 March 2025**

Interested applicants are encouraged to apply ASAP. This is a 12-month contract with possibility of extension. Only shortlisted candidates will be contacted. For more information about FALF, visit their [website](#) and [LinkedIn](#).