

# VACANCY ANNOUNCEMENT

## Terms of Reference of Executive Director

**Dalit NGO Federation (DNF)** founded in 1998, is a national level umbrella organization having more than 350 Dalit NGOs working for the empowerment and upliftment of Dalits. DNF works through its provincial and district chapters and member organizations (MOs) in the areas of human rights, governance, institutional development, capacity building, lobbying and policy advocacy, and program interventions. It is a pioneer leading network of Dalit NGOs has been recognized as a credible Dalit civil society organization by the government, development partners, and the international community. It has good experiences and tracks records of working with many bi/multilateral donors and international development partners.

### JOB SUMMARY

The Executive Director of DNF is responsible for overall management both office and program of the organization. S/he is a leader of the management team and under the supervision of key authority of the board. S/he is responsible to develop policies, plan, programs, project, and budgets of the organization with the close coordination of the executive board as well as coordinate with donors and partners. The Executive Director makes decisions regarding day-to-day administrative functions as well as the overall execution of the program activities under the rules and regulations of the organization.

### MAJOR RESPONSIBILITIES:

#### Planning and project cycle management

- Ensure annual plan and budget of all project are timely developed and submitted to partners and concern stakeholders.
- Manage the project cycle of all projects of the organization and ensure proper design, implementation, monitoring, and evaluation.
- Ensure that the projects are implemented in an efficient, effective and economical manner
- Ensure effective implementation, monitoring, and donor reporting all the projects undertaken by DNF.

#### Monitoring, evaluation and knowledge management:

- Provide leadership for M&E Unit, and develop result based M&E Framework and plans for various projects.
- Manage the baseline process, mid-term review, final evaluations and research works of the organization.
- Ensure reporting of all projects is done in a framework of the respective donors within the deadline and standard quality
- Manage staff recruitment and induction processes of the organization as well as staff appraisal need assessment and prepare training programs.

- Undertake regular staff supervision and give guidance to all staff through mentoring and coaching.
- Reporting to the supervisor about the progress and challenges of the project and staffs every month.

### **Financial management**

- Make sure that all financial compliances are fulfilled and policies and rules are being implemented and followed properly.
- Ensure all financial transactions of the organization are done in line with laws, organizational policies and donor compliances and financial reporting is accurate and prepared in accordance with donor guidelines and in line with the organization's policies.
- Ensure procurement planning and procedures of the organization are properly followed.
- Take a lead role for ensuring auditing of the organization is carried out timely, and ensure adequate management response in audit findings.

### **Fundraising and proposal development**

- Develop standard and sound project proposals for funds raising to the organization and facilitate to member organizations for raising funds for their respective organizations
- Lead fundraising team and develop proposals for external fundraising.
- Develop proposal writing capacity of central, province and district team of the organization.
- Initiate innovative and creative concepts of fundraising from both local and international resources
- Make smooth coordination, coordination, and contacts with potential donors and development partners.

### **Organizational development**

- Support board in drafting policies, improving systems and developing procedures and guidelines of the organization.
- Ensure for improving good governance practices and ensure transparency, accountability, inclusion, participation and gender issues.
- Make a proper strategy for organizational long-term sustainability and lesson learns from experience and adopts its strategies to suit the changing environment.
- Make sure human and financial resources for organization development and capacity building of the board members and staffs are available.

### **EDUCATION AND EXPERIENCE**

- Competed Master's degree in social science or management discipline.
- Minimum of five years working experience in managerial position OR Three Years in Director Positions with progressive responsibilities.
- Previous experience in developing successful proposals for external donor fundraising is required.

- Proven experience of managing projects on diverse sectors especially in advocacy, human rights, governance, capacity development, and people mobilizations.
- Experience in strategic planning, budgeting and policy drafting in CSOs/NGO context is desired.
- Proven experience of managing project funded by bilateral and multilateral donor agencies and INGOs
- Working experiences in network-based organizations would be a value-added factor for the position.
- Adequate skills of writing a standard report for donors and partner organization as well as annual and semi-annual reports of the organization.
- The ability to lead and guiding for producing standard analytical researches and publications

### **LANGUAGE REQUIREMENT:**

- Fluency in both spoken and written Nepali and English languages is required.

### **OTHER COMPETENCE REQUIRED**

- Good understanding of the socio-economic and political context of Nepal
- Good understanding of RBA, Advocacy, Dalit rights issues
- Knowledge of local laws and compliances
- LFA, M&E and reporting skills
- Planning and budgeting skills
- Research and data analysis skills
- Procurement management
- Communication and coordination skills
- Problem-solving, personnel management, and time management.
- Presentation and facilitation skills.
- Good command on computer application including MS Excel, Word, PowerPoint, SPSS, etc.

Applicants are requested to send their updated CV and a motivation letter mentioning minimum salary expectation by **30 June 2019**. Please send your application via e-mail: [dnfnepal.hr@gmail.com](mailto:dnfnepal.hr@gmail.com) . Only short-listed candidates will be contacted for the further selection process. Telephone inquiry will not be entertained.

**Note:** DNF reserves all rights of decision for rejecting and accepting the whole process.