



# JOB DESCRIPTION

## National Union of Disabled Persons of Uganda

### Job Description

**Job Title:** Chief Executive Officer

**Relationships:**

**Reports to:** Chairperson NUDIPU

**Responsible for:** Director of Programmes, Director Finance & Administration and Director Policy influencing.

**Other key relationships:**

- Support All Programme Managers, Officers & Colleagues within NUDIPU
- External relations NUDIPU Board of Directors, Development Partners, Government, NUDIPU Members, Civil Society / Private Sector

### Job Purpose

To provide effective strategic leadership and direction to NUDIPU and guide its development towards the achievement of its vision, mission and requirements of its mandate in line with established policies. S/he is the Secretary to NUDIPU's Board of Directors and renders accountability for the use of all NUDIPU resources as the Chief Accounting Officer.

### Job Summary

The position holder is responsible for spearheading the formulation and implementing the Strategic Plan and ensures the day to day operations. S/he is the highest-ranking executive of the organisation and makes major corporate decisions, manage the company's overall resources and operations and liaises with the chairperson of the Board of Directors and heads the management team.

### Main Tasks and Responsibilities

#### 1. Strategic Team Leadership:

- 1.1 Participate in the development and implementation of NUDIPU's periodic plans.
- 1.2 Ensure that the Staff activities are aligned to the Strategic Plan and that the staff clearly understand their individual contribution to the overall strategy.
- 1.3 Oversee the effectiveness of the NUDIPU Staff by ensuring feasible programmes are identified and designed.



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- 1.4 Promote appropriate linkages between NUDIPU programs and activities, including integration of cross-cutting issues such as gender, HIV/AIDS and environmental protection.
- 1.5 Oversee program implementation, monitoring and evaluation, checking that NUDIPU quality standards are met and taking remedial action where necessary.
- 1.6 Overall quality control of all NUDIPU activities.
- 1.7 Support institutional capacity development of NUDIPU member organisations.
- 1.8 Ensure regular communication & information sharing with NUDIPU members.
- 1.9 Ensure timely review of the strategic plan (s).
- 1.10 Participate in research in relevant pertinent issues to build a body of knowledge and influence change at various levels.**

## **2. General Management**

- 2.1 Lead organisational planning processes and ensure the preparation of organisational plans and budgets for approval by the NUDIPU Board of Directors.
- 2.2 Presides over regular management and staff meetings.
- 2.3 Ensure that NUDIPU adheres to statutory requirements and regulations.
- 2.4 Ensure contractual, statutory obligations and agreements of NUDIPU are fully complied with and respected.

## **3 Governance**

- 3.1 Act as a Secretary to the Board.
- 3.2 Ensure that appropriate reports (narrative & Financial) are prepared and submitted to the Board as required.
- 3.3 Interpret and implement Board policies, instructions and decisions.
- 3.4 Coordinates Board meetings in line with the NUDIPU's constitution.
- 3.5 Coordinates and participate in the Institutional evaluations.
- 3.6 Spearhead the review and development of NUDIPU policies.
- 3.7 Coordinate and participate in the Board reflection events.
- 3.8 Act as a link between the Secretariat and the Board's flow of communication.

## **4 Human Resource management**

- 4.1 Ensure that NUDIPU is able to attract, motivate and retain competent staff including overseeing the recruitment process.
- 4.2 Ensure HR resources are efficiently deployed productively.
- 4.3 Create an environment that fosters creativity and innovation.
- 4.4 Provide support supervision, set performance targets, regularly appraise and give feedback to Head of Programmes, Finance & Administration Manager and Knowledge Management Manager.
- 4.5 Ensure compliance & adherence to NUDIPU human resource policies.
- 4.6 Identify and address human resource capacity needs of NUDIPU in collaboration with the administration and human resource officer.



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- 4.7 Identify own learning goals and with the Chairperson of the Board of Directors, agree, implement and monitor learning activities.

### **5 Resource mobilisation and grant management**

- 5.1 Spearhead the development of a sustainable resource mobilization strategy.
- 5.2 Coordinate fundraising and identify program supporters to ensure there is sufficient funding and other resources for the implementation of NUDIPU's strategic plan.
- 5.3 Initiate projects, proposals, donor lobbying and allocating responsibilities to head of departments as may be required.
- 5.4 Provide periodic briefings/status updates on programme to funding partners, Board of Directors and NUDIPU staff.
- 5.5 Ensure all donor contractual obligations and other reporting requirements, are aptly negotiated and that the terms of contract are met in a timely fashion.
- 5.6 Review and submit activity and financial donor reports.
- 5.7 Spearhead efforts to build reserves and generating own resources for NUDIPU.

### **6 Financial Management**

- 6.1 Oversee the management and efficient deployment of resources of NUDIPU.
- 6.2 Ensure responsible expending and accounting for all assets and resources through regular monitoring and periodic reporting (budget monitoring).
- 6.3 Ensure all audits are done.
- 6.4 Co-signatory to all cheques.
- 6.5 Ensure preparation of annual plans and budgets, further submit to the board for approval.
- 6.6 Approve all payments in accordance to the NUDIPU policies and donor conditions.
- 6.7 Ensure compliance & adherence to NUDIPU financial management resource policies.
- 6.8 Review and ensure a comprehensive risk management register and updates the Board.
- 6.9 Oversee sub-granting agreements.

### **7 Public Relations**

- 7.1 Foster and maintain good working relationships with existing and potential stakeholders at national, regional, international levels and partners.
- 7.2 Uphold NUDIPU brand within the country ensuring it remains credible and influential in policy development.
- 7.3 Be the official spokesperson of NUDIPU.
- 7.4 Oversee a well-coordinated, timely and accurate flow of information within and outside; amongst staff, members and partners.
- 7.5 Oversee the quality and accuracy of all NUDIPU publications.



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- 7.6 Participate and represent NUDIPU where relevant NGO/CSO learning and sharing takes place.
- 7.7 Ensure that NUDIPU's best practices are marketed at local, national and international forums.

### **8. Others**

- 8.1 In agreement with the Chairperson of the Board of Directors arrange own non-managerial supervision (external coaching & mentoring).
- 8.2 Attend and participate in staff meetings and other working groups as required.
- 8.3 Adhere to NUDIPU's policies, procedures and performance expectations in all functions of the post.
- 8.4 Adhere to NUDIPU's values including accountability and transparency, respect, love and compassion, team spirit, equity and unity in diversity and to actively promote their application amongst colleagues.
- 8.5 Undertake as required, any other duties compatible with the level and nature of the post and/or reasonably required by the Chairperson of the Board of Directors.

### **Person Specifications**

#### **Education**

Minimum of a master's degree in: any relevant Humanities i.e. Human Rights, Social Sciences and Development Studies or in any related field + Training in Management is highly desirable.

#### **Technical Skills**

Ability to mobilize and utilize resources. Knowledge of disability issues. Knowledge of governance. Leadership and corporate governance.

#### **Industry experience**

Minimum of 5 years' experience in heading an organization or senior management in a medium or large Civil Society Organization (CSO). Good knowledge of understanding the disability issues. Solid experience of managing grants with a program budget of approximately USD 2 million. Experience interacting with an international/interdisciplinary team.

#### **Management skills**

Strong experience in leading and managing an organization. Ability to develop and maintain relationships with various internal and external stakeholders. Team player with positive attitude, flexible mind and good coaching and motivational skills. Ability to inspire confidence and create trust.



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### **Personal qualities**

Proactive. Continuous improvement mindset. Excellent analytical, critical reasoning and problem-solving skills. Open to change and ability to work in a growing and complex organizational structure. Keen sense of ethics, integrity and commitment. Ability to work under pressure, plan personal workload effectively and delegate.

### **Communication and Interpersonal skills**

Ability to understand new issues quickly and make wise decisions. Strong coaching skills and ability to provide effective feedback. Comfortable working in multi-cultural settings. Effective interpersonal skills to work with colleagues, stakeholders and donors. Proven negotiation skills.