



## **PACSA DIRECTOR POST ADVERT & JOB DESCRIPTION**

PACSA (Pietermaritzburg Agency for Community Social Action) is an independent, faith-based NGO that has worked to achieve social and economic justice in the uMgungundlovu District in KwaZulu Natal, South Africa, for over 30 years. It facilitates development processes with local community partner organisations at their request, and accompanies them over time as they seek to achieve community development as well as influence structural change.

### **POSITION/ JOB TITLE: PACSA DIRECTOR**

PACSA seeks to recruit a Director, to be based in **PIETERMARITZBURG**.

### **MINIMUM REQUIREMENTS:**

- Qualifications –post graduate in Political/Social science would be an advantage
- Experience and understanding of the NGO/NPO environment
- Proven experience in management and leadership position at least 2-5 years
- Strategic thinker, good planner and team worker
- Proven experience in fundraising and working with International and local funders
- Experience in managing budgets and proven financial management oversight
- Proven high level communication (oral and written) and good command of English language
- Good command of local African language would be an added advantage, in particular Nguni language
- Proficiency in Microsoft Office

### **IMPORTANT ATTRIBUTES:**

- Passion for working with the poor and supporting the neglected and vulnerable communities
- People centered
- Resilient, positive and solution focused
- Ability to work cross culturally

### **DUTIES:**

The successful candidate would be expected to perform the following duties

- **Overall effective and efficient management of PACSA business**

He/she will be responsible for but not limited to the following:

- Act as PACSA representative and primary contact for the organization

- Ensure the implementation of PACSA's vision, mission and objectives, in line with the policies and values of the organizations.
- Provide strategic and operational leadership in line with the Mission and Vision of the organization.
- Co-ordinate various programmes and services provided by PACSA
- Establish and maintain good working relations with donors.
- Ensure compliance with all legal administration and financial requirements of PACSA
- Oversee and ensure that PACSA finances and resources are managed and used in an efficient and effective manner.
- Ensure sufficient funds and resources are raised to support the work of the organization and to ensure sustainability of the organization.
- Recruit and manage a strong team with the necessary skills, support and leadership to successfully implement PACSA's vision and mission.
- Collaborate and liaise with other organization sharing similar interest and values in the advancement of social justice and change for the Umgungundlovu and surrounding areas.
- Uphold values and principles of PACSA at all times (within and outside the organization)
- Driver's license code (08)
- The Director reports to the Council of PACSA

**All interested applicants should submit the following documents: -**

- Cover letter
  - Comprehensive and updated CV
  - Certified copies of all qualifications
  - Certified copies of ID and driver's license
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) before submitting.
- A successful candidate will enter into an annual performance agreement with PACSA Council.
  - Failure to submit all the required information before the closing date will result in your application not being considered. **NO LATE APPLICATIONS WOULD BE CONSIDERED UNDER ANY CIRCUMSTANCES.**
  - Only short listed candidates will be contacted
  - If you have not been contacted within 2 months of the closing date of this advertisement, please accept that your application was not successful.

**ALL interested applicants should forward their applications to Mrs. Sonia Nunththoolall (The Administrator) at [sonian@pacsa.org.za](mailto:sonian@pacsa.org.za) all details by E-MAIL ONLY.**

CLOSING DATE: 14 September 2018

The monthly basic salary range is R 40,462.90 – R 42,592.53 depending on the final job description. Benefits offered include Medical Aid and Pension contributions.