

## Terms of Reference (ToR) - Executive Director

### THE ROLE

#### 1. Introduction

- i. The Executive Director (ED) is responsible for the overall leadership and management of SeSTA's operational and administrative functions. Working under the guidance of the SeSTA Board of Governance, the Executive Director defines the organization's strategic vision and is accountable for its implementation and the results achieved.
- ii. The Executive Director maintains strong relationships with a diverse range of stakeholders that are important collaborators in SeSTA's mission and activities.
- iii. The Executive Director has the responsibility and accountability to set the tone for SeSTA's internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness. The ED must act in the best interests of the organization in all contexts, and is responsible for ensuring this culture prevails across the organization's employees and stakeholders.

#### 2. Duties and Responsibilities

The Executive Director reports directly to the SeSTA Board of Governance. As head of the organisation, the Executive Director works closely with the leadership of the Board of SeSTA, the Management Group and the members of the Operations Group.

The Executive Director's primary responsibilities are as below.

- i. Operational management
  - a. Ensure that SeSTA's organizational structure, operational policies and other processes are sound and able to deliver effectively on the strategic objectives defined by the Organisation;
  - b. Exercise authority over personnel and human resource matters and further strengthen performance management by tracking key performance indicators across the organization;
  - c. Maintain a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent;
  - d. Lead the organisation's internal management group as the mechanism for ensuring aligned internal leadership and implementation; and
  - e. Effectively manage operational or financial matters to deliver on the mandate of SeSTA, including by seeking additional authority from

the Board as may be needed to address risks that arise proactively and effectively.

ii. Financial management

- a. Present annual plans and achievements before the Board;
- b. Plan for and mobilize financial resources, to ensure long-term sustainability;
- c. Work closely with the Finance Officer to ensure the overall transparent and effective financial and administrative functionality of the organisation and its assets; and
- d. Ensure statutory compliance

iii. Official Representation

- a. Establish, develop, contribute and maintain relations with appropriate agencies/bodies, both governmental and non-governmental, and represent the organization;
- b. Represent SeSTA and its work with external stakeholders to build effective partnerships with governmental and non-governmental entities to support the work of the organisation;
- c. Maintain effective communications with all stakeholders.

iv. Partner Engagement, Delivery and Supporting Board

- a) Ensure meaningful monitoring and evaluation of SeSTA's programs and performance and the provision of accurate analysis and routine reporting on the impact and performance of the programs of different donors;
- b) Oversee and advance the development of new funding streams for the organisation, broadening the donor base;
- c) Ensure the highest level of confidence among institutional and individual donors in the operations of SeSTA;
- d) To support the Board in its strategic leadership of the organization, the Executive Director will:
  - 1) Report to the Board on the operational, administrative, and financial aspects of SeSTA at each Board meeting;
  - 2) Ensure that the Board is made aware, in a timely way, of key strategic and other operational challenges the organisation is encountering in the course of its work;
  - 3) Represent the management of the organisation at Board Meetings, and ensure effective and timely preparation and distribution of all materials in accordance with Board mandated policies and procedures;
  - 4) Communicate Board decisions to the organization's staff, and other relevant stakeholders.

## **CANDIDATE PROFILE**

### **1. Eligibility Criteria**

- a. Minimum 15 years of work experience in the Development Sector;
- b. Post-graduate or Professional degree or equivalent standard of education from a recognized university. Candidates with 4 years of Graduation may also apply.
- c. Candidates having experience in Northeast will be given preference.
- d. The upper age limit for applying is 50 years

### **2. Knowledge and Experience**

Candidates for the role of Executive Director will have to prove their:

- e. Track record as senior managers of nationally and internationally diverse non-governmental organizations;
- f. Track record in building and strengthening a strong aspirational organizational culture based on the values of SeSTA;
- g. Leadership of organizations operating in changing global contexts;
- h. Exposure to a range of partnership models in both fund raising and delivery of programs;
- i. Sensitivity to issues relating to HR management, diversity, gender equity, and human rights internally and externally;
- j. Fluency in English and experience of working in a multi-lingual environment;
- k. Substantive knowledge and experience in Fund Raising, Program Management, Donor Management and Collaborations.

### **3. Competencies**

The core competencies required for the role are:

#### **1. Operational Management Skills**

- a. Exceptional management skills of people, finances and systems, with a proven capacity to motivate and lead a multi-disciplinary management team to achieve organizational goals and implementation framework;
- b. Team-building ability, the capacity to instil a culture that values measurable achievement, mutual support, and compliance with organizational processes;
- c. A focus on sustainable results that deliver improved outcomes for intervened populations;
- d. A grasp of detail and an understanding of the operations of national and international development organizations;
- e. An ability to make difficult decisions when required on organizational development, balanced by experience in constructive engagement with staff on change management processes and their value to the organization as a whole;

- f. A facilitative approach that enables effective delivery with and through partner organizations.
- g. A strong analytical mind and an ability to grasp the nature and direction of SeSTA's strategy and help shape it in the future;
- 2. Advocacy and Representation Skills
  - a. Strong public-speaking and influencing skills;
  - b. Presence, gravitas, humility and empathy in dealings with partners from a variety of backgrounds;
  - c. Understanding of and an ability to strategically lead on resource mobilization activities.
- 3. Personal Attributes
  - a. Strong inter-personal skills;
  - b. Role model of ethical standards and integrity;
  - c. Familiarity and ease with a variety of cultures and comfort with diverse groups;
  - d. Strength of personality and robustness of intellect;
  - e. Sound judgement combined with humility and a focus on personal development and continued learning;
  - f. The ability to work with a multi-constituency Board as a credible partner: informing its decisions and deriving the maximum advantage for the organisation from its collective experience.

## LOCATION

The Executive Director will be based at the Guwahati office in Assam. The ED will have to travel extensively across India.

## SALARY AND OTHER BENEFITS

- Salary/Pay: Rs 70,000- Rs 80,000 per month as per years of relevant experience
- Other Benefits: Medical Insurance and Leave as per the norms of SeSTA

## TERM OF APPOINTMENT AND PERFORMANCE EXPECTATIONS

The performance-based approach the organization adopts in its programs, applies also to its leadership. The anticipated initial term of appointment for the Executive Director is for **5 (five) years**. Employment is strictly subject to performance against an agreed set of criteria through an annual review process.

Last date for application is **18<sup>th</sup> July, 2021**.