

WE ARE HIRING

Job Description: Executive Director

Organization: Community Leaders Network of Southern Africa (CLN)

Contract Length: 1 year (renewable)

Location: Regional (but domiciled within CLN Member States)

Report to: Chairperson – CLN Executive Committee

BACKGROUND

The Community Leaders Network of Southern Africa (CLN) is a registered voluntary association, with its Secretariat based in Namibia. It is a regional network of indigenous peoples and local communities that promotes the rights, well-being, and sustainable development of indigenous communities in Southern Africa. The network operates in 13 countries (Namibia, Zambia, Botswana, Malawi, Tanzania, Mozambique, Angola, Zimbabwe, South Africa, Madagascar, Lesotho, Eswatini and the Democratic of Republic of Congo), with the aim of unifying and amplifying the voices of Southern African local communities involved in Community Based Natural Resources Management (CBNRM). It seeks to support and secure the rights of the local communities in the management of natural resources. It works to build stronger local and international partnerships to address poverty and sustainable livelihoods. It exits to lobby for local and international policies that secures the needs of the people on the ground who live side by side with the natural resources. For more information, kindly visit the CLN website:

CLN Website <https://www.communityleadersnetwork.org/>

CLN is managed by an Executive committee comprising participating national associations and runs a lean secretariat. An opportunity has arisen to employ an **Executive Director** on a 12-months renewable contract basis.

The ideal candidate is expected to fulfil the following job expectations: -

I. MAJOR RESPONSIBILITIES:

The Executive Director will work under the direct supervision of the CLN Executive Committee through the chairperson of the Network. The officer holder will also work directly with the national focal persons,

and national network and member associations to the network. The main task of the ED is to ensure that CLN's mandate to empower the national networks and their constituent members is achieved. He will play a key role in providing administrative and strategic leadership, fundraising, stakeholder engagement, and partnership building and provide policy support and guidance to the Executive Committee. He/She will also be responsible for facilitating and arranging meetings of the committee, including planning and reporting on the activities regularly to the committee, affiliate members, and other stakeholders.

II. SPECIFIC DUTIES:

The Executive Director will be responsible for the following: -

CLN strategic Leadership, administration, and coordination

- Lead the implementation of the CLN strategic plan and ensure CLN strategic objectives;
- Provide leadership in networking, participation building, and resource mobilization toward the achievements of the CLN objectives
- Coordinate the operations of the secretariat and direct staff supervision, this includes direct secretariat and project staff where possible
- Ensure that the CLN is compliant with all legal and regulatory requirements and upholding CLN policies.
- Ensure the secretariat is fully functional and reports timely on all the activities
- Identify emerging trends, opportunities, and challenges relevant to the CLN objectives and adapt accordingly
- Overseeing CLN Finances including budgeting, financial planning, and ensuring operations within the available budget

Support to Country Focal point and national networks

- Work closely, build and maintain relationships with Country Focal Points (CFP) to support the country's strengthening of the national network program, by facilitating regular contacts, communication, and coordination.
- Participate in the national network meetings, as deemed necessary
- Facilitate and support that each network member has fully functional democratic structures and complies with their statutes
- Facilitate the meaningful participation of the national networks in regional and international engagements

Capacity building, mentorship, and general support to CBNRM governance

- Support the capacity development of CBNRM managers where the need arises in the partner countries,
- Assist in facilitating the anchor CBNRM sites as learning places for effective CBNRM

International engagement, lobbying, and advocacy

- With the guidance of Exco, build and maintain close relationships with key partners to participate in all important international engagements such as CITES, CBD, IUCN, APAC, AICA, etc.
- Establish and work closely with the SADC secretariat and directorate of agriculture, wildlife, and Forest to promote the regional CBNRM program
- Advance the CLN mission through strategic engagements and various platforms to enhance visibility.

Resource Mobilization

- To work closely with ExCom and other partners to coordinate fundraising efforts and resource mobilization and ensure that CLN regularly tracks funding opportunities and submits proposals where relevant.
- Expand on current funding mechanisms to ensure financial stability, and maintain cordial donor relationships to ensure repeat funding opportunities.
- Develop a fundraising mechanism/strategy aligned with the CLN Strategic Framework

Monitoring, Evaluation, and Reporting

- Support the M and E and reporting by working closely with the National Network M and I officers, information gathering, data analysis, and sharing of information.
- Oversee and provide regular reporting to the CLN Exco, members and key partners and reporting of donor requirements on CLN progress and achievements.

III. OTHER DUTIES:

Perform other duties as may be assigned from time to time, provided that they complement, and do not impact negatively, on the main duties above.

IV. POSITION REQUIREMENTS

Education:

- Holder of a Master's degree in Natural resources management, Development Economics, CBNRM, Agriculture and other Social Science Discipline
- Holder of PhD in Natural Resources Management, Development Economics, CBNRM, agriculture and other social science discipline will have a greater advantage.

Work Experience:

- Over 10 years of experience having worked in at least 3-5 SADC states supporting effective implementation of Community Based Natural Resources Management (CBNRM).
- Experience in working with and establishment of national and regional networks
- Experience in National, regional, and global advocacy, and fair understanding of the working of global treaties such as CBD, CITES, IUCN APAC, etc.

Language Proficiency:

Fluency in written and spoken English. A working knowledge of Portuguese and French would be an advantage.

V. COMPETENCIES

Core Competencies:

- **Transparency:** Able to build trust and contribute to informed and responsible decision-making by carrying out the work of CLN in a transparent manner; provides clear guidance to ensure that objectives and desired measurable results are understood by members of the team.
- **Inclusiveness:** Understands and accepts cultural diversity, and provides a tolerant, positive, and supportive working environment that fosters respect for diversity, demonstrates the ability to work in a multicultural, multi-ethnic environment, and maintains effective working relations with people of different nationalities and cultural backgrounds.
- **Professionalism:** Promote the organization's interests, objectives, and values diligently and professionally.
- **Accountability:** Takes responsibility for individual and collective actions, and promotes the CLN programme approach.

Functional competencies:

- Strong communication skills, both written and verbal.
- Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods.
- Excellent analytical skills for the review and assessment of project proposals.
- Computer proficiency in Microsoft Office (Word, Excel, and PowerPoint), database applications, spreadsheets and graphics presentations
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet, and other databases.
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Other tasks may be assigned as necessary according to the project's needs.

Application Process and deadline

Who is eligible: If you feel you meet the requirements, please send your Application letter via email to CLN Secretary Ms.Maxi Louis at info@communityln.org and copy to the CLN Chairperson, Dr. Rodgers Lubilo at rodgers@communityln.org INDICATE on the Subject title: **CLN Executive Director Post**.

Availability: This position is available immediately

Salary and other benefits: Negotiable based on qualifications and work experience

Closing date of receiving applications: 29th March 2024, please note that only shortlisted candidates will be contacted.