

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 [Community Leaders Network | Our Resources Our Rights](https://communityleadersnetwork.org/)



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CLN is managed by an Executive committee (EXCO) 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 (ED) will serve as the principal executive of the CLN Secretariat, providing strategic, financial, operational, and organizational leadership in alignment with the CLN Strategic Framework. The ED will report directly to the CLN Executive Committee and work closely with national focal points, national network associations, members, and partners. 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/She will play a key role in providing 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 meetings of the CLN Executive Committee committee, including planning and reporting on the activities regularly to the committee, affiliate members, and other stakeholders

II. Specific Responsibilities

A. Strategic Leadership & Institutional Development

- Lead the implementation of the CLN Strategic Plan, ensuring alignment with the organization's mission and objectives.
- Provide strategic leadership, direction, and support to the CLN Secretariat, ensuring it is fully functional, efficient, and well-coordinated.
- Identify emerging trends, opportunities, and risks to inform strategic decision-making.
- Supervise all staff and oversee daily operations, ensuring clear work plans and performance appraisals are aligned with strategic objectives.
- Oversee budgeting, financial planning, and resource allocation to ensure CLN operations are efficient and within budget.



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B. Governance and Coordination

- With oversight from the Executive committee facilitate the strengthening and formalization of governance structures by reviewing and updating the CLN Constitution and governance systems.
- Facilitate the development and implementation of a CLN Member Charter with clear roles, responsibilities, and a constituency map, ensuring all members understand and sign it.
- Facilitate the organization of General Meetings every 18 months to report to the network and donors, revise strategic and operational plans, and set annual advocacy priorities.
- Facilitate regular Executive Committee (Exco) and National Focal Point (NFP) meetings (virtual or physical) for strategic oversight, planning, and coordination.

C. Stakeholder Engagement and Advocacy

- In regular consultation and guidance from the exco serve as the liaison between CLN and key stakeholders including donors, national networks, SADC, and international policy platforms.
- With guidance and where necessary, represent CLN in high-level meetings such as but not limited to CITES, CBD, IUCN, APAC, and AICA, and promote meaningful participation of communities in these platforms.
- Build and maintain strong relationships with regional and international institutions to advance CLN's policy and advocacy goals.

D. Capacity Building and Support to National Networks

- Work with National Focal Points to strengthen national networks and ensure they have democratic structures and effective governance.
- Facilitate training for CLN staff and national networks on advocacy, communications, financial management, fundraising, and proposal writing.
- Support the establishment of anchor CBNRM learning sites in partner countries and promote knowledge exchange.

E. Fundraising and Resource Mobilization

- Lead the development and implementation of a comprehensive fundraising strategy in collaboration with other partners.
- Identify and track funding opportunities, prepare proposals, and maintain donor relations to ensure long-term sustainability.
- Diversify funding sources and explore innovative financing mechanisms to support CLN's growth and impact.



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F. Monitoring, Evaluation, and Reporting

- Ensure the development and use of a robust M&E system across all projects.
- Coordinate with National Network M&E officers for data collection, analysis, and reporting.
- Prepare and submit regular performance and financial reports to Exco, members, donors, and other stakeholders.

G. Other Duties

- Perform additional duties as assigned, provided they complement to the core responsibilities of the position.

III. Position Requirements

Education:

- Master's degree in Natural Resources Management, Development Economics, CBNRM, Agriculture, or related Social Science disciplines.
- A PhD in the aforementioned fields is an added advantage.

Work Experience:

- At least 10 years of experience in community-based natural resources management within the SADC region.
- Proven track record of at least 5 years in successful fundraising and proposal development, sustainable financing solutions, including securing grants from international donors, philanthropic organizations, and multilateral funding agencies.
- Proven leadership in working with or establishing national and regional networks.
- Experience with national, regional, and global advocacy, and a good understanding of global treaties like CBD, CITES, IUCN, and APAC.



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IV. 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.



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V. Duration and Location

This is a full-time position based at the CLN Secretariat (location to be specified), with travel across the SADC region.

Language Proficiency:

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

Application Process and deadline

Who is eligible: The position is open to bonafide indigenous citizens resident of Southern Africa, and who possess the necessary pre-requisite for the position. If you feel you meet the requirements, please submit the following: A detailed CV- A cover letter outlining your motivation and suitability for the role- Contact information for three professional references. Send your Application via email to CLN Secretary Ms. Maxi Louis at maxi@nacso.org.na 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. Any queries can be done at info@communityln.org only.

Availability: This position is available immediately

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

Closing date of receiving applications: Friday, 23rd May 2025, please note that only shortlisted candidates will be contacted two weeks after the closing date.

CLN is an equal-opportunity employer



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