

TERMS OF REFERENCE

Position:	CEO/ NATIONAL PROGRAM DIRECTOR
Unit:	CEOS
Supervisor:	Board of Governors
Duty Station:	Islamabad

General Scope of Work:

The National Program Director/CEO–LEAD Pakistan (NPD/CEO) is required to interpret the Program concepts and to implement and promote them on a national scale in a sustainable manner. In addition, the NPD will be responsible for daily Program administration. The NPD will work closely with the team regarding overall Program management, and will report to the LEAD Pakistan, Chair Board of Governors (BOG).

The NPD will work under the general supervision and control of the BOG and its Chair.

ROLES & RESPONSIBILITIES:

The candidate should demonstrate an interest and passion for LEAD’s core mission and vision. The key areas that primarily fall under the responsibility of the CEO/NPD with emphasis on the first three are:

I. Revenue Generation

1. To develop a social enterprise model to help solicit and build business. Take charge of establishing the Programmes/projects innovating products building with salable and marketing expertise.
2. Fundraising through bids and marketing, funding proposals and partnerships, particularly in development sector, CSR, and INGOs.
3. Design and implement a robust fundraising mechanism including but not limited to: a) planning and developing ideas with the donor from the drawing board stage, b) competitive bidding, c) expansion of current projects and interventions.
4. To achieve the set target by the BoG. Expected to increase the present level of revenue three folds by the end of third year with a steady ascending trend on yearly/bi-annual basis.
5. Involving the Board of Governors in national fund- raising activities.

II. Technical Skills

1. Together with the team, exhibit technical capacity and capability to deliver on the mandate.

2. Overseeing the administration of the program/project budgets and the maintenance of financial record.
3. Assist in coordinating the evaluations required of the programme.
4. Successful program management experience in the sector organizations having a good understanding of programme concept, its growth and related compatible development.
5. Strong interpersonal and team leadership skills – able to motivate, mentor, and liaise and communicate with colleagues at all levels of seniority.

III. Management Skills

1. Develop a team, set up and refine the infrastructure having general administrative abilities and knowledge of Governance Practices. In short play a pivotal role together with the BOG to establish sustainability of the Organization.
2. Identifying and assisting with the hiring of program staff.
3. Preparing and submitting the annual work plan and budget.
4. Preparing and presenting Program/projects/Business development in BOG meeting and relevant Board committees
5. Preparing and submitting a quarterly expenditures report of the program/projects and an accompanying quarterly activities report.
6. Responsible for audits to ensure proper follow up on recorded observations/recommendations.
7. Providing any other status reports as required by the BOG.
8. Assisting the BOG Meeting and in activities intended to give LEAD greater visibility and influence in national decisions related to Environment and development.

IV. Knowledge/qualifications

1. Masters in relevant field (Climate Change, Water related, development/environment/ information science, Public Policy, etc.) with minimum of 15 years of practical experience in managing large, multi-stakeholder programmes. Experience in INGOs/donor agencies in the same field will be preferred.
2. Strong verbal and written communication skills to influence and engage a wide range of donors, as well as sharp analytical and intellectual strengths to maintain the standards of quality and contribute to programme development.