### Job Title: Executive Director of the East Europe and Central Asia Union of People Living with HIV (full-time position)

**Issue Date:** 24 September 2015

**Closing Date:** 8 October 2015

Closing Time: 6 pm, Kiev Time

#### Background

East Europe & Central Asia Union of People Living with HIV (ECUO) ([www.ecuo.org](http://www.ecuo.org)) was officially established in October 2007. As of today, ECUO unites People Living with HIV (PLWH) organizations from 16 countries of Eastern Europe and Central Asia (EE&CA) region. ECUO is an organization founded by PLWH for PLWH and it strives not to duplicate existing efforts at the national level, but rather, to promote PLWH human rights to open political space where their voices can be heard.

ECUO strategic development plan and regional advocacy strategy, pursues the Goal of strengthening the impact of PLWH communities at local level, through regional action via effective capacity building and advocacy efforts, to improve access to timely, comprehensive, quality treatment for children and adults living with HIV in EECA.

ECUO Secretariat based in Kiev, Ukraine.

#### **General Purpose of the position**

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the General Assembly.

#### Duties and Responsibilities

**Leadership**

* Participate with the ECUO General Assembly (GA) in developing a vision and strategic plan to guide the organization
* Identify, assess, and inform the ECUO President of internal and external issues that affect the organization
* Act as a professional advisor to the ECUO President on all aspects of the organization's activities
* In addition to the ECUO President, act as a spokesperson for the organization
* Conduct official correspondence on behalf of the ECUO as appropriate and jointly with the ECUO President when appropriate
* Represent the organization at community activities to enhance the organization's community profile

**Operational planning and management**

* Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
* Oversee the efficient and effective day-to-day operation of the organization
* Draft policies for the approval of the ECUO President and GA and prepare procedures to implement the organizational policies; review existing policies on an annual basis
* Provide support to the ECUO President and GA by preparing meeting agenda and supporting materials

**Program planning and management**

* Oversee the planning, implementation and evaluation of the organization's programs and services
* Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the GA
* Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
* Oversee the planning, implementation, execution and evaluation of special projects

**Human resources planning and management**

* Determine staffing requirements for organizational management and program delivery
* Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
* Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
* Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
* Ensure that all staff receives an orientation to the organization and that appropriate training is provided
* Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
* Coach and mentor staff as appropriate to improve performance

**Financial planning and management**

* Work with staff and the ECUO President to prepare a comprehensive budget
* Work with the ECUO President to secure adequate funding for the operation of the organization
* Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
* Participate in fundraising activities as appropriate
* Approve expenditures within the authority delegated by the ECUO President
* Ensure that sound bookkeeping and accounting procedures are followed
* Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
* Provide the ECUO President with comprehensive, regular reports on the revenues and expenditure of the organization
* Ensure that the organization complies with all legislation covering taxation and withholding payments

Community relations/advocacy

* Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
* Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Risk management

* Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks

#### Qualifications

**Education:** University degree in the field of management, sociology, is an advantage.

**Knowledge, skills and abilities:**

* Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
* Basic knowledge of legislation applicable to non-government organizations including: employment standards, human rights, occupational health and safety, charities, taxation, etc.
* Knowledge of current community challenges and opportunities relating to the mission of the organization
* Knowledge of human resources management
* Knowledge of financial management
* Knowledge of project management
* Knowledge and understanding of the AIDS epidemic situation in the EECA
* Excellence in written and spoken Russian and English languages
* Solid computer skills

**Personal characteristics**

The Executive Director should demonstrate competence in some or all of the following:

* Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
* Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
* Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
* Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
* Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
* Focus on Client Needs: Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations within the organizational parameters.
* Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Ability of working in the multi-cultural environment.
* Lead: Positively influence others to achieve results that are in the best interest of the organization.
* Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
* Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
* Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
* Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
* Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

**Experience**

5 or more years of progressive management experience in a voluntary sector organization

**Working Conditions**

* Executive Directors usually work in an office environment, but the mission of the organization may sometimes take them to non standard workplaces.
* Executive Directors work a standard work week, may occasionally be required to work overtime to accommodate.

**Accountability:** The Executive Director is accountable to the ECUO President and works with close cooperation with ECUO Senior Advisor.

**How to Apply**

* Interested candidates are requested to apply via e-mail: [viktoria.bilous@ecuo.org](mailto:viktoria.bilous@ecuo.org)
* The application should contain:

1. Cover letter explaining why you are the most suitable candidate for the advertised position.
2. Most recent CV including relevant past experience and contact details of up to three referees.

*Only short-listed candidates will be contacted. Applications received after the deadline will not be accepted.*

**For non-residents of Ukraine applying for the position:**

- ECUO is ready to provide assistance in official employment of foreign citizens upon condition of provision of all necessary documents in accordance with the list attached.

- ECUO will not be able to provide assistance in getting a temporary residence permit as it requires marriage or official registration.