

Term of Reference (ToR)

JOB TITLE: Executive Director

REPORT TO: Executive Board

DIRECT REPORTS: Program Directors, Operations Director, Senior Advisors and Consultants

JOB PURPOSE:

Assumes, on behalf of the Executive Board of KEMITRAAN, responsibility for the activities of the Partnership, in conformity with the strategies and priorities as directed by the Executive Board and endorsed by the Partners.

PRINCIPAL ACCOUNTABILITIES:

- To provide overall leadership to all staff of the Executive Office
- To develop and maintain the common vision of the overall role of the KEMITRAAN and communicate the vision to government, corporate sectors, non-government and international community with a view to constituency building for governance reform.
- To provide strategic leadership in all areas and programs and will ensure prioritisation of activities as advised by the Executive Board, mainly to lead and guide the Senior Management Team in dealing with strategic issues which entail organization's strategic positioning
- Responsible for the organization of Partners and Executive Board meetings and will be responsible for the implementation of policies and decisions arising from such meetings.
- To ensure the preparation of all reports for timely submission to Partners, Executive Boards and all donors.
- To lead the preparation of the annual work plan and budget of the Organization (and any subsequent revisions) in alignment with the guidance of the Strategic Plan to be submitted for approval to the Executive Board.
- To assume delegated responsibility from the Executive Board for the execution of the day-to-day operations of the Executive Office, focusing on the overall quality of internal governance and substantial results. This will also include responsibility for the Organization's resource mobilization, to be conducted in close coordination with the Executive Board and Partner members.

WORKING RELATIONSHIPS:

Internal:

- Partner members, Executive Board: *to propose strategic directions and positioning of the KEMITRAAN and seek approval of Annual Work Plan.*
- Operations Director, Program Directors, SPKM Director, and Advisors: *to lead and guide the development of strategic directions for Executive Board Approval, and to translate the strategic objectives into deliverables, as well as providing leadership of the office operations.*

External:

- National & International Stakeholders: to ensure support to the KEMITRAAN, and to catalyse KEMITRAAN's contributions to the improvement of Indonesia's adherence to governance principles.
- Public at large: to create enabling environment and set discourse in the pursuance of good governance in Indonesia and beyond.
- Media: to maintain good reputation of the Organization, providing role model of good governance and disseminate governance related knowledge.

RECOMMENDED MINIMUM REQUIREMENTS:

Pertinent Experience

- At least 15 years working experience at senior management level, with broad knowledge of the Indonesian government, civil society, donor community and other stakeholders in governance.
- Proven track record in improving good governance in civil society, private or public sectors.

Qualifications

- PhD or Masters Degree in Political Science, International Relations, Development Economy or other related Social Sciences, with relevant work experience.
- High level commitment for governance reforms
- Experience with change management initiative for various government institutions and at community level
- Excellent track record on professional reputation (highly committed to the principles of good governance and professional integrity)
- Experience with bilateral and/or multilateral donors are preferred
- Excellent communications, people and inter-cultural skills.
- Excellent facilitations skills with highly developed strategic mind.
- Team players with excellent managerial skills.
- Ability to translate reform policy into practice.
- Excellent English skills
- Indonesian National

Disclaimer:

The above information on this job description has been designed to indicate the general nature of the tasks to be performed by Executive Director. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications required for this position.