national empowerment foundation

NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

Post: Chief Executive Officer

Salary: Rs 123075 (NEF 29)

Qualifications:

A. (i) A University Degree in Management or Social Work, or in any other relevant field.

(ii) Reckon at least ten years' experience at senior management level, preferably in the field of social work or management or in work-related and vocational training.

B. Candidates should –

- possess good interpersonal, communication and report writing skills;
- be proficient in IT office tools, statistical and data interpretation skills;
- possess strong leadership and problem – solving skills;
- have the ability to drive a team; and
- work within tight schedules.

A Post Graduate Diploma would be an advantage.

Duties:

1. To plan, organise, coordinate and monitor the administrative activities of the Foundation within the broad policies of the Board, including the supervision of the staff.
2. To work closely with other senior management team and to contribute fully to the future direction, operation and development of the Foundation.
3. To ensure that appropriate procedures are in place for the effective and efficient delivery of the services.
4. To assist and advise the Board on policy matters regarding administration, HRs, finance, procurement and other related areas under



national empowerment foundation

the Corporate Services and also in executing its decisions.

5. To ensure the timely preparation of the annual budget of the Foundation, the proper management of its fund as well as its allocation to each program, and the preparation of final accounts.
6. To ensure that audit queries and follow up on the implementation of audit recommendations are attended to in a timely manner.
7. To keep the Board informed on a regular basis on major administrative issues as appropriate.
8. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed to him.

Note

The incumbent may be requested to work outside normal working hours, including Saturdays, Sundays, and Public Holidays.

