

Position Description

Secretary-General VANGO

General Description:

The Secretary-General of VANGO serves as the "*chief administrative officer*" of the Organization and is responsible for the successful leadership and management of the organization, following the strategic direction set by the Board of Directors. The SG is responsible for the implementation of policies as well as annual goals and objectives, financial, program, and administrative management of the organization. Guidance and direction is provided by the board president and the Executive Committee.

The SG main duties and responsibilities include: leadership/ board liaison, operational planning and management, human resource management, fiscal management, stakeholder relationship management, communication and public relations, resource mobilization, and any other undertakings prescribed by the Board of Directors.

I. Specific Duties and responsibilities:

1. Ensure that VANGO meets the requirements of the Vanuatu government, donors, partners, and members of VANGO.
2. Ensure that VANGO complies with all applicable law, legal & compliance and regulations, and all relevant rules and policies set forth in VANGO constitution and manuals.
3. Working with the Board, the finance support officer, and relevant VANGO committees, develop a VANGO funding strategy and ensure that all funds are effectively management, following the VANGO finance manual.
4. Develop yearly workplan and budget, for Board approval and following the VANGO strategic plan, and ensure its effective implementation
5. Ensure effective recruitment, management and development of all VANGO staff and volunteers, following the VANGO HR manual.
6. Attend local, national, regional and international meetings on behalf of VANGO and manage guest meetings related to VANGO.
7. Act as the VANGO representative for all administrative, financial and legal matters
8. Manage all contractual arrangements, following existing operations and financial guidelines
9. Liaise with regional and international NGO organizations
10. Manage and oversee all regular reporting and communications, with the assistance of the finance support officer and the communications support officer, including but not limited to the Annual report for the AGM, quarterly reports, monthly finance reports, VFSC annual report, and donor and partner reports.
11. Assist with the organization of regular Board and Executive Committee meetings and attend the meetings ex officio.
12. Organize the annual general meeting, regular member meetings, and regular consultations
13. Supervise the review, revision and amendment process of any VANGO policies, guidelines, regulations and procedures.
14. Represent VANGO in humanitarian action and disaster relief meetings.
15. Actively work to strengthen existing partnerships and develop new partnerships.
16. Additional responsibilities, as assigned by the Executive Committee of the Board.

II. Skills, Competencies and Requirements

Essential:

- Must be a Vanuatu citizen
- University degree or advanced diploma in administration and management, public administration, development studies, or related area
- At least 5 years management level experience and results in areas of work relevant to this role
- Good leadership and management skill/experience
- Fund-raising, grant proposal writing and donor relations
- Program management experience, including in planning, implementation, monitoring, reporting and budget control
- Ability to build excellent working relationships with internal and external partners
- Experience in promotion of Advocacy and Humanitarian Diplomacy
- Able to work under pressure and to tight deadline
- Commitment to VANGO mission, vision and values
- Good interpersonal and organizing skills
- Excellent command of English and Bislama especially in translating, including written and spoken

Preferred:

- Knowledge of social, economic, political situations in Vanuatu
- Good understanding of civil society issues, challenges and functioning
- Good understanding of equality and inclusion issues
- Good understanding of humanitarian or development sector
- Ability to raise the visibility of the organization through successful marketing including expansion of the membership base, effective communication, and partnership building

Salary P/A: VUV 3,120,000

Applicants are requested to send a cover letter addressing the selection criteria, plus their CV and the names, email, and phone details of two referees to the Recruitment Committee email nasakwm@gmail.com

For further information please contact on William Nasak 7315030.

Please note that applicants for the position need to be Vanuatu citizens or permanent residents. Office is based in Port Vila

Applications close Friday 03 March 2023