

## Job title **EXECUTIVE DIRECTOR (ED)**

Location: Kampala - Uganda  
Reports to: PACE board of Directors and PSIU's Country Representative  
Start date: January 1<sup>st</sup>, 2018

### Who we are

PACE is a Ugandan indigenous health organization leading solutions in the health market through the private sector. It deploys social marketing approaches to measurably improve the health of Ugandans. For more information, please visit [www.pace.org.ug](http://www.pace.org.ug)

PACE seeks an entrepreneurial, dynamic candidates with extensive experience in commercial health products and services for the position of Executive Director to provide overall strategic direction to the highly experienced professional at PACE Uganda for the implementation of its HIV Prevention and Care, Malaria prevention and control, water sanitation and hygiene (WASH) and nutrition programs, reproductive health, maternal and child health.

### Join us!

We are looking for an experienced and dynamic Executive Director (ED) to manage the platform. The ED oversees PACE's interventions that ensure the delivery of essential health services and commodities. Efforts to improve cost recovery of its products and services is a strategic priority. You will serve as PACE's biggest advocate for private sector approaches to public health challenges.

Sound like you? Read on.

### Your contribution

You will be responsible for the overall development, management (financial, administrative, and programmatic), and representation of PACE's activities in Uganda. You will:

### Manage External and Donor Relations

- Represent PACE to national government agencies; key stakeholders; in legal, administrative and commercial aspects and maintain active participation of PACE's senior management on relevant health issues.
- Manage public relations efforts such as the development of annual reports, success stories, press releases/ fact sheets, host stakeholder visits and supervise the development of any other PR publications or activities.
- Clearly articulate the value addition and advocate for donor support of PACE as a network member of PSI and the impact the relationship brings to PACE as a Ugandan entity.

### Lead program planning and execution

- Oversee the development and implementation of the PACE's strategic plan with regular updates to the Board and scale up health areas to ensure greater contribution to the overall national health impact.
- Analyze potential new health areas and opportunities for innovation using available research evidence and national burden of disease.
- Lead new business efforts, including fundraising, developing, implementation and scale up of marketing interventions.
- Oversee the creation of annual marketing plans and the development of evidence-based programming.
- Review and approve research conducted in support of programs, and evaluate the effectiveness of marketing activities.
- Ensure that Organization interventions are contractually compliant, including meeting all reporting requirements and deliverables in line with Partner Organization standards.

### Manage Talent

- Maintain appropriate management structure to support PACE's activities and to meet Organizational minimum standards.
- Oversee and ensure staff recruitment and induction is in line with Organizational competence based recruitment principles.
- Ensure that mentorship, coaching and career development is provided to all staff.
- Establish and follow a regular performance evaluation system that aligns staff objectives to the organization's minimum standards, strategic plan and donor deliverables. Ensure that senior managers are leading Capacity Building efforts.

### Manage Financial and Internal Controls

- Develop and manage both annual budgets in accordance with Government of Uganda and Donor regulations.
- Ensure regular review of expenditures against budgets at the departmental level to ensure that there are no losses



- Ensure the application of internal controls over the procurement, use and protection of resources and ensure that all organizational financial policies and procedures are followed and validated by internal evaluations and external audits.
- Develop economies of scale and other cost efficiencies through a supply chain system that includes a stringent risk management plan and minimum standards of performance.
- Meet Organizational minimum standards for implementing financial systems and reporting.
- Ensure that the Organization submits annual returns meeting Government of Uganda laws.

#### Fundraise

- Lead the fund-raising strategy that help PACE increase its score on relevance
- Diversify PACE donor base to ensure sustainability of its projects.
- Increase PACE annual revenue by at least 10% yearly.

#### Build Institutional Strength

- Assist the Organizational Board Chairperson with the maintenance of the Board and ensure active participation of the Board in relevant and appropriate interventions.
- Succession Planning: Identify and mentor senior staff with potential to take over the responsibility of leading the organization at the end of the four years contract.
- Lead the development of the next 3-Year operational plan for PACE.

#### What are we looking for?

- You have at least ten years work experience in African markets;
- You have a relevant post-graduate degree (MBA, MIA, MPH, etc.) or equivalent experience.
- You have strong diplomatic and political skills.
- You have demonstrated strengths in strategic organizational leadership and external relations.
- You have lived and worked in a developing country preferably in Africa
- You have proven ability to develop and mentor staff.
- You have excellent cross-cultural and interpersonal skills.
- You have considerable experience in fundraising, business development, personnel, operational and financial management, with a background in marketing or advertising, in the health industry a plus;
- You have experience in the development of health marketing programs with demonstrated impact in African Markets;
- You have excellent oral and written communication skills.
- You are fluent in English.
- Reference will be required.



What would get us excited?

**Experienced and Dynamic Leader:** You have led at executive level a team of very talented and technically strong staff in a developing country and have a passion for making health markets work more efficiently for more sustainable health impact. You have worked with and managed Global Fund, DfID performance based contracts and USAID projects. You have experience working with a very diverse group of donors, international staff and national team to get results.

**Capacity Builder:** You have experience in building institution, local technical, management and leadership capacity.

**Natural Fundraiser:** You have experience identifying business opportunities for health or securing funds from donors like DFID, USAID, or Global Fund.

**Collaborative Manager:** You are able to inspire a shared vision for the PACE staff. You have successfully helped your staff learn, grow, and thrive in their work.

**Relationship Builder:** You have experience working with Ministries of Health, health care companies, or global health donors. You are able to identify new donors and partners for programs. You are able to spot trends and keep the PSI global headquarters informed about health needs and opportunities in Uganda. You are diplomatic in cooling down emotionally charged environments.

**A Strategist and an Innovator:** You are creative, innovative and a strategic thinker. You are interested in exploring opportunities for social enterprises in Uganda. You have a strong interest in health-sector approaches to development and a proven ability to produce results.

### How to apply

Interested candidates should send applications and detailed CVs by email to the HR Manager PACE at email: [snschemeire@pace.org.ug](mailto:snschemeire@pace.org.ug) or hand delivered to the PACE Office Reception, addressed to **The HR Manager PACE at Plot 3 Mackenzie Vale - Kololo, P. O. Box 8082, Kampala.**

Applications should reach us not later than **20<sup>th</sup> November 2017 at 5:00pm**. *Applications received will be reviewed on a rolling basis so we encourage you to submit your application as soon as possible!*

