



Vacancy Notice: VN/ 008/2024

Open to Internal and External Candidates

Job title: Executive Director

Based in: Kampala.

No. of positions: 1

Straight reporting Line: PACE Board

Posting Date: 26th August 2024

Closing Date: 6th September 2024

Anticipated Start date: ASAP.

Who we are?

Programme for Accessible Health Communication and Education (PACE) is a local Health Non-Governmental Organization in Uganda and an Independent Network Member of Population Service International (PSI). PACE's work focuses on achieving universal health care coverage by addressing the health needs of Ugandans through consumer powered healthcare approaches and affordability of health products in the areas of HIV/TB, Reproductive Health, Malaria, Maternal and Child Health and access to clean water. For more information, please visit www.pace.org.ug.

Join us

We are looking for an experienced Individual to take on the role of **Executive Director**. The position will provide responsibility for the overall development, management (financial, administrative, and programmatic), and representation of PACE's activities in Uganda.

Sound interesting? [Read on...](#)

Your contribution

Job summary:

Responsible for management (financial, administrative, and programmatic), overall organizational development and representation of PACE's activities in Uganda.

Duties & Responsibilities:

1. 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.

2. 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.

3. 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.

4. Manage Financial and Internal Controls

- Develop and manage annual budgets in accordance with both 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.

5. Resource Mobilization

- 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.

6. Build Institutional Strength

- Support Board Chair and committee chairpersons in executing their mandate as stipulated in the PACE Board Charter and constitution.
- Support organizational governance systems by organizing statutory meetings (AGM, Board & Committee meetings) and implementation of board recommendations and assignments.
- Succession Planning: Identify and mentor senior staff with potential to take over the responsibility of leading the organization at the end of the four-year contract.
- Lead the development and implementation of the PACE strategic & operational plans.
- Foster organizational capacity development through innovation and principles of best practices.

Key Performance Indicators:

- **Technical Competence:** PACE annual gap Analysis conducted, and Technical Advice on Program Strategy and Health area Provided.
- **Interpersonal Process Quality:** As measured by how efficient and effective our field operation processes are to deliver the quality our customers expect.
- **Customer Satisfaction:** As measured by the level of Complaints or Compliments raised by those served
- **Donor Relations:** Donor Satisfaction with the way the programs are executed at PACE.
- **Development and Innovation:** Develop Strategy for Sustainable Success

Qualifications and Experience:

At least ten years work experience in African markets.

- A Bachelor's degree in the Health Sciences, Social Sciences, Development Studies or other relevant fields
- A relevant post-graduate degree (MBA, MPH, MMed etc.)
- Excellent oral and written communication skills.
- Excellent cross-cultural and interpersonal skills.
- Strong advocacy, diplomatic and political skills.
- Demonstrated strengths in strategic organizational leadership and external relations.
- Should have lived and worked in a developing country preferably in Africa
- Have proven ability to develop and mentor staff.
- Considerable experience in fundraising, business development, personnel, operational and financial management, with a background in marketing or advertising, in the health industry a plus;
- Experience in the development of health and social marketing programs with demonstrated impact in African Markets;

Requested Application Material

Interested candidates should email their **cover letter, an updated CV and copies of certified academic documents [as ONE pdf attachment]** addressed to the Manager Human Resources, Administration and Safeguarding to apply@pace.org.ug, **indicating the Job title in the subject of the email.**

Applications should reach us not later than **5.00pm (17h:00) on Friday 6th September 2024.**

Applications received will be reviewed on a rolling basis, so we encourage you to submit your application as soon as possible!

Only shortlisted candidates will be contacted.

PACE is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.

****Please note PACE does not solicit for funds during any recruitment process. To report any unethical conduct, please use; www.pace.ethicspoint.com/ audit@pace.org.ug / ethics@pace.org.ug or Call: 080-011-3238 Toll free**

Visit www.pace.org.ug for details about our policies