

## **TERMS OF REFERENCE**

<b>POSITION:</b>	Executive Director
<b>DUTY STATION:</b>	Kasane, Botswana
<b>ACCOUNTABLE TO:</b>	KAZA Committee of Senior Officials through the Coordinating Country
<b>SUBORDINATES:</b>	Include inter alia Programme Manager, Finance and Administration Manager and Communications and Marketing Officer
<b>JOB TYPE:</b>	Contractual (3 Years)
<b>RECRUITMENT TYPE:</b>	From KAZA Partner Countries

### **THE ORGANISATION**

The KAZA Secretariat is the designate entity established by the KAZA partner countries to manage the day-to-day operations of the TFCA. Its overall mandate is to develop KAZA TFCA into a world class conservation area and premier tourism destination. This mandate is executed under the guidance of the KAZA partner countries with support from development partners and a consortium of stakeholders. The KAZA TFCA is a multi-cultural environment

### **THE POSITION**

This is a performance based leadership position and is responsible for the strategic management of KAZA, i.e. formulating and implementing strategy, policy and managing the day-to-day operations (financial, human resources and administrative matters) of KAZA in a manner that will assist the partner countries to achieve the KAZA objectives. The incumbent is also responsible for ensuring that KAZA develops into a financially viable entity. The position works closely with government agencies of the KAZA partner countries, regional and international institutions inter alia inter-government institutions, NGOs, multilateral and bilateral agencies, communities and the private sector to develop, coordinate and implement sustainable conservation and tourism strategies within the context of sustainable regional development focusing on poverty alleviation and alternative livelihoods for local communities.

### **KEY RESULT AREAS**

Supported by various experts the Executive Director is responsible for providing strategic and institutional leadership across the spectrum of KAZA operations including inter alia biodiversity conservation, tourism business and regional development, stakeholder networking and partnerships and, organizational and financial management.

### **SPECIFIC TASKS**

- 1) Coordination and Policy Implementation**
  - a) Coordinate activities and programmes associated with the development and management of the KAZA TFCA.
  - b) Coordinate the activities and programmes of the KAZA governing structures and serve as the Secretariat for the KAZA structures and ensure appropriate action is taken on resolutions and directives emanating from these structures.
  - c) Promote collaboration and cooperation between the KAZA partner countries and ensure that their interests, aims and expectations are embraced in the decision-making processes.
  - d) Formulate protocols aimed at harmonizing natural resources and tourism management strategies and practices of the partner countries.

- 2) Programme Development and Implementation**
  - a) Develop and implement strategies that will ensure the long-term sustainability of KAZA TFCA and enable communities realize pragmatic returns from the KAZA TFCA.
  - b) Coordinate preparation of annual work plans and budget for KAZA TFCA.
  
- 3) Resource Mobilization**
  - a) Undertake mobilization of KAZA strategic resources required to support the development of KAZA TFCA through a mix of fund raising strategies and assist KAZA staff write fund raising proposals and facilitate mission visits of development partners.
  - b) Create opportunities for the corporate society to participate in the development and management of the KAZA TFCA.
  
- 4) Development and Maintenance of Partnerships**
  - a) Establish and nurture key partnerships with various stakeholders' inter alia international and regional agencies, multilateral and bilateral development partners, state agencies and non-governmental organizations and eminent persons that would assist in the development of KAZA TFCA.
  - b) Promote the participation of various stakeholders including private sector, non-state actors, local communities and others in the planning and development of KAZA.
  
- 5) Communication**
  - a) Raise the profile of the KAZA TFCA and enhance its corporate image among various stakeholders in the region and at international level in terms of its vision, mission and objectives and its capacity to deliver expected results.
  - b) Market the KAZA TFCA as a premier tourism destination in the African continent, through branding and publication of other promotional materials.
  - c) Promote KAZA as a rural development and environmental conservation programme.
  - d) Ensure that there is effective communication of KAZA to internal and external stakeholders through technically effective and least cost methods.
  
- 6) Administration and Capacity Building**
  - a) Lead KAZA operations and ensure efficient management of KAZA resources including development and maintenance of relevant policies, procedures and operational strategies and control systems for the management of KAZA resources.
  - b) Conduct periodical appraisal of the KAZA programme to ensure that programme implementation is in accordance with KAZA Vision and Mission.
  - c) Prepare various reports and working documents for submission to the KAZA governing structures and development partners.
  - d) Isolate and resolve administrative bottlenecks in progress reports from committees, working groups, consultants and Secretariat staff and act on follow-up recommendations.
  - e) Oversee the procurement of goods and services and ensure proper management of KAZA assets.
  - f) Develop strategies and programmes for building the capacity of government institutions, private sector, and local communities through training, mentoring and coaching.

## **REQUIRED COMPETENCIES**

### **1) Professionalism**

- a) Demonstrable experience in business and sustainable development aspects as well as vast knowledge of institutional and policy frameworks of regional developmental agencies in southern Africa. Knowledge of conservation and tourism will be an added advantage.
- b) Proven experience in managing diverse stakeholders inter alia government institutions, development partners, local communities, private sector. (S)/he must have practical experience and political understanding in networking with high-level government, donor and NGO officials.
- c) Ability to lead and manage others with integrity based on strategic direction, team work and core values.

### **2) Planning and Organizing**

- a) Demonstrated experience in strategic and programme planning and provision of technical support to team members.
- b) Demonstrable ability to manage the KAZA Secretariat Headquarters based on clear objectives; allocate resources according to organizational priorities in a complex environment.

### **3) Communication**

- a) Demonstrable ability for excellent written and verbal communication skills.
- b) Ability to defend and explain difficult issues on key KAZA programmes to a myriad of stakeholders.

### **4) Leadership**

- a) Demonstrated managerial and supervisory capability with an ability to provide clear and compelling direction and ability to empower others to translate vision into results.
- b) Establish and maintain relationships with a broad range of stakeholders.
- c) Proven ability to build organizational capacity through resource mobilization, partnership development, staff recruitment and talent management.

## **QUALIFICATIONS**

### **1) Education**

- a) An MBA or postgraduate university degree in Natural Sciences (environmental sciences, natural resource management or any other relevant related science discipline).

### **2) Work Experience**

- a) 15 years working experience, preferably 7 years at a senior management position in reputable national or international organizations. Experience in the Natural Resources' sector in Africa will be an added advantage.

### **3) Languages**

- a) English and Portuguese are the KAZA working languages.
- b) Fluency in oral and written English is a must whilst knowledge of Portuguese is an added advantage.

**4) Other Skills**

- a) Demonstrated skills in change management and innovation towards a business culture, is a pre-requisite.
- b) Ability to work in a complex environment and ability to travel within KAZA, region and globally.