**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Head of Governance & Strategic Initiatives |
| **Company:** | Self Help Africa |
| **Location:** | Dublin, Ireland |
| **Contract type:** | Permanent, full time |
| **Reports to:** | Reports directly to the CEO with a dotted line to the Director of Finance & Operations on company secretarial matters |
| **Organisation overview:** | **About Self Help Africa**  Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to end hunger and extreme poverty.  The organisation has programmes in 15 countries in sub-Saharan Africa and also implements projects in Brazil and Bangladesh.  In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, TruTrade, an innovative trading platform in East Africa, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are:  ▪ Impact: We are accountable, ambitious and committed to systemic change.  ▪ Innovation: We are agile, creative and enterprising in an ever-changing  World.  ▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose:** | In this key role you will play a leadership role in driving the organisation forward on many fronts. In collaboration with the group chair, CEO, Director of Finance & Operations and the Board Company Secretary you will oversee all governance functions across the group. You will play a vital operations role in overseeing many key services provided across the organisation and specific to our presence in Ireland. You will manage the CEO’s office, assisting them in the design and roll out of special projects and the efficient running of management meetings. |
| **Key Responsibilities:** | In close collaboration with the group chair, CEO, Director of Finance & Operations and the Board Company Secretary ensure that the group and its constituent parts are meeting all required statutory and sectoral **governance** requirements.  Assist the Director of Finance & Operations in the management of the **Internal Audit** function.  Act as the organisation’s focal point for **insurance, leases and pensions** ensuring value for money, compliance and operational effectiveness.  Act as the organisation’s focal point with **legal services** at a global level and overseeing legal services at country of operation level.  Provide **operational leadership** for the effective functioning of the Dublin office including facilities management, liaising with the landlord, overseeing repairs and maintenance and third-party contractors.  Run the **CEO’s office** including assisting with line management, calendar and email management, drafting of reports, briefing papers and speaking notes, organising and running meetings.  Lead on cross-organisational **special projects** relating to significant operational or strategic matters in collaboration with the CEO.  Through effective **leadership and line management o**f the Safeguarding Lead and Executive Coordinator further develop a culture of excellence in the CEO’s Office team whereby there is a shared vision of working towards strategic objectives measures by KPIs, reflective and adaptive practices. |
| **Key Relationships:** | **Internal:** Senior leaders across the organisation, Governance Officer, Global Safeguarding Lead, leadership of subsidiaries, group and subsidiary boards and board sub committees.  **External:** Regulatory bodies, legal counsel, auditors, donors, partners and NGO networking bodies. |
| **Knowledge, Experience and Other Requirements** | **Essential:**  Experience in a leadership position.  Knowledge and experience of the international NGO sector across multiple organisations and contexts.  Knowledge and experience of company secretarial duties and governance issues across different jurisdictions.  Experience in a compliance, finance, accountancy or legal role and related professional qualification.  **Desirable:**  Educated to a masters level in a related field. |

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa is to be an equal opportunities employer.**