



New loveLife Trust  
tel +27 (0)11 523 1000  
fax +27 (0)11 523 1001  
48 wierda rd west,  
wierda valley, sandton, 2196  
po box 45, parklands, 2121,  
south africa  
[www.lovelife.org.za](http://www.lovelife.org.za)

**ADVERT**  
**JOB TITLE: CHIEF EXECUTIVE OFFICER**  
**TOTAL REMUNERATION PACKAGE: R2.3M TOTAL COST-TO-COMPANY**  
**(CTC) PER ANNUM**

The Board of New loveLife Trust seeks to recruit a suitably qualified individual to fill the position of Chief Executive Officer (CEO) on a 5-year performance based-fixed term contract. The successful candidate will enter into a Service Level Agreement (SLA) Employment and Performance Contract for 5 years. He/she will further be subjected to vetting and screening.

**Attached in “Annexure 1” is a Job Description.**

**Enquiries:** Ms Virginia Nkobi, Email: [recruit@lovelife.org.za](mailto:recruit@lovelife.org.za)

**Closing date:** Friday, 24 November 2023

Please forward a summarised CV (no certificates) via e-mail to: [recruit@lovelife.org.za](mailto:recruit@lovelife.org.za)

Please note that:

1. The New loveLife Board of Trustees reserves the right to amend and/or withdraw adverts at any time, without notification.
2. If you do not receive any feedback on your application within six weeks from the closing date, please consider your application unsuccessful.

# CEO'S JOB DESCRIPTION

'Annexure 1'

SUMMARY	
JOB TITLE:	Chief Executive Officer
REPORTS TO:	Board of Trustees
DIRECT REPORTS (SUBORDINATES)	<ol style="list-style-type: none"><li>1. Head of Programs and Operations</li><li>2. Head of Finance</li><li>3. Business Development, Fundraising and Stakeholder Management Manager</li><li>4. Human Resources Manager</li><li>5. Executive Assistant</li></ol>
DATE UPDATED:	27 <sup>th</sup> of October, 2023

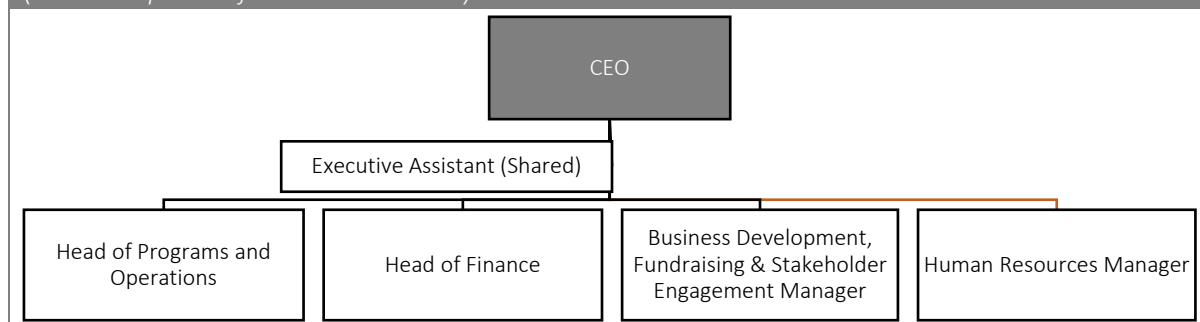
## 1. POSITION DESCRIPTION

### PURPOSE STATEMENT

- To provide overall strategic leadership of the New loveLife Trust as an Organisation;
- To lead and guide the strategic direction and ensure that all Organizational functions are aligned to the Strategy;
- To report to the Board of Trustees and ensure that there is alignment from a governance perspective;
- Be the custodian of the values and culture of the Organisation;
- Manage and support the Organisation as a whole;
- To maintain a financially viable and sustainable Organisation;
- To ensure Corporate Brand visibility; regular internal and external Communication; and maintain relevance in relevant strategic areas of society.

## ORGANISATIONAL STRUCTURE

(Where the position fits into the structure)



## SUMMARY OF KPAs

1. loveLife Trust Strategic Direction
2. Financial Sustainability
3. Organisational Effectiveness
4. Promote individual and team Organizational performance
5. Governance and Risk Management
6. Oversight of Programmes Performance
7. Strategic Stakeholder and Projects Alignment
8. Oversight of Support Services Performance
9. Professional Development and Growth
10. Corporate Brand Visibility and Communication

KEY PERFORMANCE AREAS	KEY ACTIVITIES	PERFORMANCE INDICATORS
<b>LoveLife Trust Strategic Direction</b>	<ul style="list-style-type: none"> <li>Lead and guide the development of loveLife's Strategy, ensuring inputs from key Executives and Managers.</li> <li>Set out the key strategic focus areas of each Department, working with the Executive Team to ensure their adoption and execution alignment.</li> <li>Review Executive and Departmental performance and manage any deviation from the Organizational strategic imperatives.</li> </ul>	<ul style="list-style-type: none"> <li>loveLife has and executes a coherent Strategy approved by the Board of Trustees, that responds to the changing external environment.</li> <li>Each Department has its own Strategy, developed in line with the Organisation-wide Strategy, and executes accordingly.</li> </ul>
<b>Financial Sustainability</b>	<ul style="list-style-type: none"> <li>Oversee the overall financial health of loveLife, working with the Head of Finance to adequately/prudently allocate the budget and manage cash flows and assets.</li> <li>Ensure that the Business Development, Fundraising and Stakeholder Engagement Manager has developed and executed a Strategy which improves the financial sustainability of loveLife.</li> <li>Create opportunities and support the Fundraising efforts of loveLife.</li> <li>Oversee and guide revenue diversification of loveLife.</li> </ul>	<ul style="list-style-type: none"> <li>loveLife has a healthy Balance Sheet and Income Statement.</li> <li>loveLife has a clean audit and all financial targets are met.</li> <li>loveLife meets fundraising targets.</li> <li>loveLife develops and maintains diversified fundraising streams.</li> <li>Financial Resilience.</li> </ul>
<b>Public Representation</b>	<ul style="list-style-type: none"> <li>Represent loveLife in the public sphere, at events and otherwise, and promote the Vision and Mission of the Organisation.</li> </ul>	<ul style="list-style-type: none"> <li>loveLife is perceived as a Thought Leader and leading Youth Health Organization</li> </ul>

<b>and Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Oversee consistent and professional contact with funders, potential funders, beneficiaries, donors and other relevant parties.</li> <li>• Engage with internal stakeholders, where necessary, to ensure transparent and consistent communication of the programmes intent and impact. <ul style="list-style-type: none"> <li>○ Engage closely with Fundraising Department to generate and execute on fundraising leads, where possible.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• by players in the market, beneficiaries, partners, funders and donors.</li> <li>• All stakeholder relevant to programs are adequately informed of the status quo and developments, on a regular basis.</li> <li>• Quality Donor Reports are developed and submitted.</li> <li>• Programmes are known across loveLife and externally, with relevant collateral being developed and maintained.</li> <li>• Targets are met in terms of leads developed and support provided to the Fundraising Department.</li> </ul>
<b>Organisational Effectiveness</b>	<ul style="list-style-type: none"> <li>• Oversee the Structure and Operations of loveLife to ensure that the ways of working are the most effective way to execute on the strategy, and enhance them, where necessary.</li> <li>• Ensure that the Organisational Culture is conducive to productive and impactful work.</li> <li>• Ensure that there is a capable and autonomous Leadership Team in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient Operating Model.</li> <li>• Employee satisfaction.</li> <li>• A strong and capable Executive Leadership Team.</li> <li>• A youth-friendly culture and environment.</li> </ul>
<b>Promote Individual and Team Performance</b>	<ul style="list-style-type: none"> <li>• Contributes to Team Effectiveness and Team Cohesion.</li> <li>• Clearly outlines expected deliverables and measures, as well as effective allocation of duties.</li> <li>• Holds the Executive Team accountable for Individual Performance (against agreed and expected deliverables).</li> <li>• Prepares for, and participates in, regular Performance Reviews (Quarterly or as determined by the Organisation).</li> <li>• Creates an enabling and supportive environment for the CEO’s Office and Executive Leadership Teams.</li> <li>• Strives to improve co-operation and interaction between individuals to improve overall Organisational performance.</li> </ul>	<ul style="list-style-type: none"> <li>• A professional, functional and effective workforce which meets performance targets.</li> <li>• A strong and capable Executive Leadership Team</li> </ul>
<b>Governance and Risk Management</b>	<ul style="list-style-type: none"> <li>• Ensure there is an adequate Governance and Risk Management Policy and Framework in place.</li> <li>• Approve all Policies, Processes and Procedures developed by the Executive Team and approved by the Board of Trustees.</li> <li>• Ensure adherence of all staff to the Governance Process and Procedures of loveLife, and undertake disciplinary action, when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Register in place and regularly updated.</li> <li>• All Policies, Processes and Procedures are in place, approved, implemented and effectiveness monitored.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensure there is a Business Continuity Plan in place and a Custodian within the Organisation</li> </ul>	
<b>Oversight of Programmes Performance</b>	<ul style="list-style-type: none"> <li>Support to ensure the Programs Department develops and maintain impactful Youth Health relevant programmes.</li> <li>Hold the Head of Programs and Operations accountable for performance of Programmes, against Strategic Objectives of the Organization.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure Programmes Impact.</li> <li>Performance Indicators are achieved and clearly linked to Holistic Youth Health.</li> <li>Impact Monitoring &amp; Evaluation (M &amp; E).</li> </ul>
<b>Oversight of Support Services Performance</b>	<ul style="list-style-type: none"> <li>Ensure that the Supply Chain Management (SCM), Communications, Information Technology (IT) and Human Resources (HR) effectively enable the Organisation to fulfil its mandate.</li> <li>Guide the Strategic Direction of loveLife to ensure that the Support Functions can meet the needs of the Organisation, moving forward.</li> </ul>	<ul style="list-style-type: none"> <li>Support Services KPIs are met.</li> <li>Communications KPIs are met.</li> <li>Overall smooth Internal Operations of the Organisation.</li> </ul>
<b>Professional Development and Growth</b>	<ul style="list-style-type: none"> <li>Develop and maintain a professional Personal Development Plan (PDP).</li> <li>Take accountability for Personal Performance Management and engage regularly with the Board Chairperson regarding Performance and Feedback and overall Organizational Performance.</li> <li>Take accountability for own Development Plan and ensure own and Organizational Targets are met.</li> <li>Identify and Motivate for relevant Training and Development Opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>A completed PDP.</li> <li>Quarterly Meetings with Direct Reports scheduled to Review Performance.</li> <li>Development Targets tracked, achieved and reviewed, when necessary.</li> </ul>

## 2. COMPETENCIES REQUIRED

FORMAL QUALIFICATIONS	
MINIMUM REQUIREMENTS	DESIRED, NON-ESSENTIAL QUALIFICATIONS
<ul style="list-style-type: none"> <li><b>Masters' Degree in Social Sciences, International Development, Leadership, Business or other relevant fields.</b></li> </ul>	<ul style="list-style-type: none"> <li>Professional Registered Qualification.</li> <li>Doctorate an added advantage.</li> </ul>
EXPERIENCE	
MINIMUM REQUIREMENTS	DESIRED, NON-ESSENTIAL COMPETENCIES
<ul style="list-style-type: none"> <li><b>OVER 10 years of Leadership and Management experience.</b></li> <li>Minimum of 10 years' experience in Executive or Top Managerial roles.</li> <li>A successful track record in attracting Sustainable Social Investment.</li> <li>Understanding the complexity of the Non-Government and Non-Profit Organizations (NGO/NPO) environment.</li> <li>Proven Track Record of Fundraising Capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>At least 10 years of experience in Senior Positions, leading an NGO, NPO or similar environments would be an added advantage.</li> <li>Understands the core Business of loveLife (i.e. Youth Health).</li> <li>Strong Stakeholder Management Experience.</li> <li>Managing an entity with an excess of R100m in assets.</li> <li>Ability to influence policy and decision-makers in favour of loveLife.</li> </ul>

<ul style="list-style-type: none"> <li>Effective Communicator.</li> </ul>	<ul style="list-style-type: none"> <li>Passion for Communication and Corporate Brand Management.</li> </ul>
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**KNOWLEDGE AND TECHNICAL COMPETENCIES**

COMPETENCY (1=BASIC; 2=INTERMEDIATE; 3=ADVANCED)

SKILLS		KNOWLEDGE		ATTRIBUTES	
<b>Leadership and Strategy Management</b>	3	Knowledge of the Non-Profit environment in South Africa.	3	Visionary, Honesty and Integrity, Inspirational, Communication Skills, Agility, Fairness and Honesty.	3
<b>Stakeholder Engagement</b>	3	Expertise in Project Management, Understanding of Policy Development and Execution, Community Development, as well as Youth Health and Development.	3	Interpersonal, Communication, Planning and Communication Skills.	3
<b>Communication Skills, both Written and Verbal</b>	3	Knowledge of Strategic Frameworks and Best Practices in Strategy Management.	3	Targeted, Passion, Cease Opportunities, Results-Orientated.	3
<b>Meticulous Planning and Organisation</b>	3	Knowledge of Leadership and Executive Management Roles and Responsibilities.	3	Perceptive and Discerning.	3
<b>Change Management</b>	2	loveLife Mandate, Strategy, and Stakeholder Analysis.	3	Creativity, Resilience and Innovation.	3
<b>Monitoring and Evaluation</b>	2	Policy Development, Management and Monitoring and Evaluation.		Task management and time management.	3
<b>Research and Advocacy</b>	2	Research Skills and Innovation.		Alignment with loveLife values.	3
<b>Team Management and Mentorship</b>	3	Leadership, Team Dynamics and Coaching.		Leadership, Fairness, Integrity and Honesty.	3
<b>Computer literacy including Microsoft Office</b>	3	IT Savvy and IT Trends.		IT Savvy.	