

## Secretary General

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Company: PRI

Location: Lusaka

Category: other-general

### Overview

We are hiring!

Our client in the **non-governmental organization (NGO) Industry is looking to hire Secretary General (SG);**

### Overview of role:

The Secretary General, will be responsible for providing strategic leadership and effective management, ensuring the successful implementation of the organization's programs and initiatives. This role entails cultivating partnerships, advocating for humanitarian causes, and overseeing day today operations

### Main Responsibilities:

The Secretary General shall carry out his functions under the authority of the Board.

To implement the decisions of the Board and other mandate given to him by other bodies of the society.

To manage and control the secretariat and be responsible for the execution of the work entrusted to it so as to achieve the stated goals of the Society.

To prepare annual budgets and annual financial reports working with the Financial Chair for Finance and Planning and the Finance Manager.

To organize the different services of the secretariat in accordance with the decisions of the Board.

To be the authorized representative of the society in relation to other parties and courts of law for all transactions executed in notaries' form relating to the acquisitions, administration and expenditure

To report on the activities of the Governing Board

Develop strategies for strengthening collaborative partnerships and networks with stakeholders, government agencies, the private sector and other players to ensure implementation of programmes that enhance organizational effectiveness.

Lead the development and implementation of Management strategies, plans and budget

To carry out any other function assigned by the Governing Board

Experience

### **Qualifications**

Second degree (Masters) and above in Management/ Public Administration/ Business Administration/Public Health/ Social Work/ Sociology/ Social Anthropology/Governance and Development Studies/ Rural and Local Development Studies and 10 years related work experience, out of which 5 years in higher managerial position(s)

The Secretary General is expected to possess:

Extensive experience in Leadership roles in the humanitarian sector

Experience or demonstrated interest in humanitarian and community development

Experience in training/working with youth and volunteers is an advantage

Understanding of current key international law issues related to armed conflict and humanitarian affairs

Keen interest to keep up-to-date with world humanitarian affairs

Empathy with humanitarian causes and a commitment to the Fundamental Principle of the International Movement

Competence in a variety of computer applications, including word processing, spreadsheets, databases, social media

Understanding of The Zambia's Government and legislative processes an advantage

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