



NON- EXECUTIVE DIRECTOR APPOINTMENT- TERMS OF REFERENCE

Background

HIVSA is a South African non- profit organisation established in 2002 and specialises in designing, implementing, and monitoring Health and Community Systems Strengthening programmes in partnership with Community Based Organisations (CBOs) and other stakeholders. HIVSA pursues its mission through direct service delivery, technical assistance, and capacity building. In the 19 years since its formation, HIVSA has secured notable achievements, including becoming a prime recipient for USAID funding since 2012.

Context and Scope

HIVSA notes that the Non- Governmental Sector has become very competitive, with a heightened requirement for sound financial management, corporate governance and an effective sustainability and business development strategy. In order to respond to these challenges, HIVSA is seeking to appoint Non- Executive Directors with skill sets and experience in the following areas:

- A. Finance and Operations
- B. Business Development

Terms of Reference

1. Terms of Reference- Finance and Operations

The Non- Executive Director will be appointed to provide governance oversight expertise related to Auditing, Finance and Operations Strategy of the organisation.

The ideal Non- Executive Director must meet the following criteria:

- Experience in at least one of the following areas is mandatory: NGO financial management and risk management.
- A post graduate degree in finance with experience as an auditor and/ or financial consultant.
- Previous board level experience with specific experience in the NPO/ NPC and USAID funding environment.
- Advising the CEO and the Board on development, adoption and implementation of policies related to NGO auditing, financial management, human resource management and development as well as other general operational procedures and guidelines.
- Engaging in decision – making around policies that have a financial implication for HIVSAs Finance and Operations.
- Proven corporate governance skills.
- Open mindedness and willingness to engage with a wide stakeholder group from diverse national, regional and professional backgrounds.
- Exercising leadership, enterprise, integrity and judgement in directing HIVSA so as to achieve continuing impact and sustainability for HIVSA's work.

- Sound judgement, analysis and decision- making skills; and the ability to provide a challenging and supportive role to the Finance Manager and other HIVSA Exco members that is developmental in nature.
- Willingness to commit their time to meeting attendance and provide other support to the organisation as needed.
- Outstanding leadership, teamwork, listening and influencing skills.

2. Terms of Reference- Business Development

The Non- Executive Director will be appointed to provide governance oversight expertise related to Business Development and operations strategy of the organisation, helping HIVSA to innovate and look for break-through ideas to build a game-changing portfolio of new businesses (by identifying business weaknesses and challenges and determine relevant solutions). In addition, the role will include providing guidance on best practices for further developing current donor relationships to maximise the impact of their funding.

The ideal Non- Executive Director must meet the following criteria:

- Proven track record in business innovation, entrepreneurship, and strategy development
- Supporting HIVSA's efforts to building the right processes, structures and innovation ecosystems and relationships, essential for its business development strategy. This entails helping HIVSA to come up with its customised action plan to build new businesses.
- Advising the CEO and the Board on the review, implementation and monitoring of HIVSA Strategic and Financial Sustainability Plan.
- Supporting the HIVSA Communications Strategy to enhance branding to improve the value proposition for different potential stakeholders, partners and donors; identify opportunities and guide HIVSA to develop appropriate documentation for accessing financial resources and secure short-term and long-term sponsorship and project funding opportunities.
- Experience in at least one of the following areas: business development, marketing, organisational development, financial management, entrepreneurship, fundraising and resource mobilisation. (with evidence of successful fundraising/resource mobilisation efforts).
- Previous board level experience with specific experience in the NPO/NPC and USAID environment highly recommended.
- At least a bachelor's degree in a relevant discipline such as business administration/management, marketing, organizational development, strategy development, finance, entrepreneurship, or similar.
- A firm understanding of resources mobilization practices and standards relevant and how to apply them for an organization like HIVSA.
- A good track record of delivery at board level and the skills to represent and promote the organisation within own networks and as required.
- Sound judgment, analysis and decision-making skills; and the ability to provide a challenging and supportive role to the CEO and other Exco members.
- Proven corporate governance skills.

Other important information:

- Please note that this is a voluntary position and does not carry any remuneration. However, the organisation will compensate board members by way of an emolument.
- Applicants should be willing to serve as a Non- Executive Director on HIVSAs Board for a minimum of four years.
- Interested candidates should submit a short motivation and 3- page summary of CV, with names and contact details of 3 contactable referees.

Due date for submission of CVs: 1st February 2021

CVs to be submitted to Yashmita Naidoo: naidooy@hivsa.com