

SANZAF NATIONAL DIRECTOR - JOB PROFILE

ORGANISATION / COMPANY:	South African National Zakah Fund (SANZAF). The South African National Zakah Fund (SANZAF) is one of the leading faith-based, socio-welfare and educational organizations in Southern Africa that strives to facilitate the empowerment of needy families through the efficient collection and effective distribution of Zakah and other Sadaqat in a proactive and cost effective way with dignity, sincerity and a shared responsibility.
DEPARTMENT:	National Office
JOB TITLE:	National Director
JOB LEVEL:	Senior Management
SALARY:	Market Related (Dependant on experience)
MAIN PURPOSE OF JOB:	The National Director will ensure the effective and successful management of the organisation in terms of the overall strategy and organisational model of SANZAF. Your responsibilities will include (but is not limited to) overseeing and managing the operations of various projects and programmes whilst working closely with the Regional General Managers and staff as well as external stakeholders to ensure success and that targets and goals are met.

Minimum Requirements

Tertiary qualification (Bachelor's Degree) with preferably a post Degree qualification in management.

At least ten years' experience in a corporate and/or NGO environment, of which at least 5 years has been spent in a Senior Management/Supervisory role.

Strong Leadership and management qualities

Have the ability to clearly define objectives and develop a strategic action plan.

Sound knowledge and understanding of Governance

Goals and execution oriented

Team player

Good understanding of the corporate and NGO sectors.

Sound knowledge and practice of the Islamic faith.

Effective reporting skills.

Excellent proposal writing and presentation skills.

Skilled in marketing/branding and social media.

Excellent command of written and spoken English.

Advanced computer and Microsoft Office skills.

Good business acumen.

Financial acumen/oversight and an excellent understanding of, and drafting of budgets and business/project plans.

Confident, assertive and highly professional.

Highly responsible, organised and a good planner.

The applicant must be deeply rooted in the Islamic faith belief system with a sound understanding of Zakah.

Key Performance Areas (KPI's)

- Develop and implement the strategic focus/direction of SANZAF as an organisation in accordance with the overall goals and objectives of SANZAF.
- Set key objectives annually in the form of a business/activity plan for SANZAF nationally. To draft a comprehensive business/activity plan (long term) and short term (annually) that sets income targets; distribution targets; current and new programmes and fundraising initiatives.
- Strategic planning to expand the reach of SANZAF's projects and programmes.
- Effectively manage the overall operations of the all Regions through the various SANZAF programmes and projects to ensure maximum impact.
- Ensure the effective management of staff via appropriate Human Resources (HR) management practices/frameworks.
- Engage with internal and external stakeholders, donors, Donor Agencies and funders to generate new and long term funding sources and build and foster strong long-term relationships with donors, sponsors and key stakeholders.
- Seek out and build sound strategic partnerships that will expand and maximise the services of SANZAF to those in need.

Attributes and strengths

The incumbent will display and exercise the following:

- Leadership skills – ability to delegate; champion change/innovation; communicate effectively; instill confidence; positive attitudes; ability to inspire/galvanize/motivate organization/staff around a common purpose;
- Excellent organizational skills – planning; resourcing; promotes team work; results driven; builds relationship within and outside of the organization;
- Problem solving skills; be able to think out the box and be solution driven;
- Excellent communication skills – presentation, written and oral; as well as public relations skills;
- Ability to think strategically and be innovative; People management skills – develops and inspire staff;
- Financial skills – being able to translate business plans into a budget (budgeting skills); tracking financial progress; understanding financial statements.
- Be responsible, reliable, trustworthy and accountable. Passionate about community development.
- Must be able to work under pressure and consistently meet deadlines.

The incumbent may be required to perform sundry departmental administration, reports, reviews and other related duties and responsibilities in the course and scope of the employment contract at SANZAF as determined by the Board of SANZAF, and in order to execute the overall strategy of SANZAF as determined by National Executive Board of SANZAF from time to time.

Applicants that do not meet with the criteria will not be considered. If you do not get a response from us within 21 days of submitting your CV then please consider your application unsuccessful.

Qualified and interested applicants are invited to submit their CV, certified copies of relevant qualifications and a motivational letter to: rageema.jacobs@sanzaf.org.za - **Closing Date: 08 December 2017**

Your letter should cover the following areas

- Why do you think you are the best candidate for the post?
- What is your vision for the organisation
- How will you make a difference?
- Any other relevant comments
- Please do not exceed a maximum of three pages.