

TERMS OF REFERENCE – EXECUTIVE DIRECTOR, NORTH EAST NETWORK

About North East Network:

North East Network (NEN) is a women's rights organisation linking with rural and urban women, and organisations on development and related issues within North East India. NEN recognizes the potential and right of every individual and child as crucial, irrespective of their race, colour, caste, ethnic origins, different abilities, linguistic group, religious belief, sexual orientation, marital/civil/family status, gender, age or social grouping. Thus, NEN endeavours touching individual lives to bring about a collective change in society.

NEN also connects to different civil society organisations on development and social justice issues within North East India. It was set up as part of the preparatory process for the Beijing World Conference on Women in 1995.

NEN is one of the first organisations in the North East to combine activism with advocacy from a liberal feminist perspective, conveying critical gender issues through dialogue and dissemination.

Position: Executive Director (ED), North East Network (NEN)

Location: Guwahati, Assam with regular travel to Meghalaya and Nagaland

Educational qualification:

Masters' degree, preferably in social sciences and humanities with excellent interpersonal and communication skills

Gender: Female of any gender identity

Work experience:

1. Minimum 10 years of active engagement in feminist perspective building, social justice, governance, natural resource management, sustainable livelihoods with at least five years' experience in management and leadership positions.
2. Prior experience in leading national/ multi-state level programmes and cross functional team of ideally 50+ persons.
3. Proven track record of strategic development, implementation and operational leadership. Dedicated full time efforts in advancing professional development of women.
4. Knowledge and experience of working in the North East Region with an in depth understanding of social change

Age: 40 - 50 years

Roles and Responsibilities:

STRATEGY & VISIONING

1. Lead NEN to meet its core objective by defining the strategic plan and direction of its State offices/units for effective implementation of projects.
2. Translate strategic plans into operational goals with clear performance indicators across the departments to ensure the fulfillment of NEN's vision.

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3. Provide sustained support in redefining the organization's structure and promoting talent, and diversifying NEN's portfolio to set and drive programme priorities.
4. Lead the review and re-structuring of NEN's organizational strategy on a pre-planned term basis.
5. Oversee the fundraising of NEN by facilitating the coordination and communication with existing and potential donors and, identify new funding opportunities.
6. An ability to apply trans-disciplinary learnings, particularly those related to environment, conservation and sustainable development, in order to strengthen the understanding, reach and relevance of NEN's work in its thematic areas.

FINANCE & OPERATIONS:

1. Oversee and streamline daily operations; and develop functional review mechanism to enable operational excellence across NEN in programmatic processes to ensure seamless execution of on-going and new projects.
2. Develop, manage and drive support functions of communication and financial management.
3. Maintain close communication with the Governing Board to ensure that its members are regularly appraised of long-term strategy and key programme developments.
4. Oversee the financial status of NEN including budgets, assets, liabilities, etc.
5. Ensure implementation of NEN policies and compliance with applicable laws and regulations, contractual obligations and donors' guidelines.

PERSONNEL MANAGEMENT

1. Undertake quarterly and need-based visits to all the State offices/units of NEN.
2. Promote a healthy and participatory work culture to provide leadership for delivery of effective management and supervision services.
3. Train/assist senior field staff in their projects; encourage teamwork and provide feedback to staff. Work closely with the Policy Lead, Finance Lead and State Coordinators to ensure uniform implementation of the HID, finance and other policies of NEN.

PROGRAMME MANAGEMENT

1. Supervise and support the execution of established programmes; and develop new projects and regional/country initiatives as appropriate. Design robust and transparent implementation
2. Create new and customized thematic areas to organize and align all NEN State Offices
3. Represent NEN in global/national/regional events at meetings/workshops/trainings, etc
4. Develop and sustain relationships with members of the government, private/corporate and development sectors, locally, nationally and globally, to ensure fulfillment of NEN's vision, goal and mission.

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Compensation and Employment:

NEN is an equal opportunity employer dedicated to hiring and supporting a diverse workforce. We ensure that candidates irrespective of backgrounds are fairly considered during the recruitment process. We are committed to providing a fair compensation package that is negotiable as per present regional market.

How to Apply:

Please submit an up to date CV including two references and a covering letter, clearly explaining your suitability against the essential criteria in the job description to vacancy@northeastnetwork.org by 4 July 2021. Kindly ensure that the subject line of your email states “Application to the position of Executive Director, NEN”. Please note that only shortlisted candidates will be contacted.