



LNFOD

Vacancy

Lesotho National Federation of Organizations of the Disabled (LNFOD) intends to fill the position of **Executive Director**

Reports to: Secretary General/Chairperson

To be responsible for the proper running of the secretariat, and implementation of the programmes according to strategic plan and budgetary allocations, to mobilize and secure funds and other resources for the activities of the organization

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Duties and responsibilities

- Mobilization of resources for the federation
- Formulation of administrative policies and strategies for approval by the Executive Committee.
- Implementation of the approved policies and strategies.
- Promotion and representation of people with disabilities in relevant forums and at all levels.
- Increase capacity of disabled people's organizations.
- General administration of the secretariat office and management of people employed by the organization.
- Facilitate the recruitment and selection of federation's employee in terms of the approved policies.
- Establishment and harmonization of relations with development partners, disability stakeholders and policy makers for the development of the federation.
- In consultation with the Program Officers formulate advocacy and other technical programmes for approval by the Executive Committee.
- Harmonize the relationships between the Executive Committee, the rest of the secretariat, and member organizations.
- Keep constant communication with Disabled People's Organizations on developments and challenges affecting disability sector and lead the way towards solutions.
- Prepare and facilitate provision of periodic and rigorous reports, minutes and other relevant communiqué to the Executive Committee, member organisations and development partners.
- Playing the role of Chief Accounting Officer and advising the Executive Committee in all areas of governance, constitution, risk management and other environment issues.

Qualifications and experience

A minimum of University degree in Business Management or equivalent qualification

A Masters degree will be an added advantage.

At least three to five (3-5) years work experience in a similar position

Thorough knowledge of disability issues

Experience working in NGOs

Other skills

Extensive knowledge of computer

Ability to work under pressure and meet strict deadlines

How to apply

Submit your curriculum vitae and certified copies of educational qualifications plus list of addresses of three (3) referees to the following address on or before **Friday, 07th February 2014 at 13H00**

The Administration Officer

22 MABILE Road

Old Europa, Maseru

Tel: +266 22320345

Fax: + 266 22326196

Or email to admin@lnfod.org.ls or visit www.lnfod.org.ls for full terms.

Disclaimer: Only shortlisted candidates will be contacted. If you do not hear from us three weeks after closing date, please consider your application unsuccessful.