



## Global Alliance of Sickle Cell Disease Organisations

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### JOB DESCRIPTION FOR THE POSITION OF THE INTERIM PRESIDENT/CHIEF EXECUTIVE OFFICER

<b>Job Title:</b>	<b>President/CEO</b>
<b>Type of Position</b>	<b>Officer of the GASCDO</b>
<b>Reports To:</b>	<b>The Board of Directors</b>
<b>Accountable To:</b>	<b>Chair of the Board of Directors</b>
<b>Term:</b>	<b>One Year with the possibility of extension subject to performance and funding</b>

#### ***Purpose of the Position***

The President/CEO must be a skilled leader, experienced in new organizational startups and managing constant changes.

The President/CEO plays a key role in upgrading and where applicable designing key developmental documents including governance structures, strategic plan, policies and other relevant documents.

The President/CEO will lead the implementation of the 2022-2023 Strategic Plan and work plan. The President/CEO will also be charged with the responsibility of working with the Board in the creation of the Strategic Plan and Work Plan for 2023 to 2025.

S/he will spearhead the strategic objectives necessary to fulfil the GASCDO mission, including securing funding and developing a small staff support structure (staff and volunteers) which enables the effective running of the organization.

S/he provides leadership, direction and guidance to the organization as it relates to its strategic plan.

The President/CEO represents the organization and acts as the principal spokesperson with key stakeholders, including national and regional member organizations (NMO's & RMO's), world government ministers, international development agencies, sponsors and partners.

S/he would be required to actively engage GASCDO's member organizations to ensure their inclusion with the organization's activities and keeps them informed via website, email, social media, WhatsApp, etc.

S/he would be required to provide monthly detailed program reports and financial statements to the Board of Directors that compares performance to budget.

The President/CEO will be appointed through an open and transparent process. He/she is required to be inspiring and innovative with a passion for global health and a commitment to contributing to the growth and success of the organization.

The specific responsibilities for this CEO/President position are designed to cover expectations for the next One (1) Year and detailed under five main headings as stated below:

- Strategic Leadership
- Financial Management
- Operational Oversight
- Revenue Generation
- Communications & Marketing.

***The main tasks for the CEO during the One (1) Year period are as follows;***

- Ensure the organization is fit for purpose with the flexibility to build and develop a sustainable future, including capacity building and organizational development;
- Ensure robust financial procedures and processes are put in place to enable financial control of expenditure including a report on expenditure;
- Work in partnership with the board of directors as it develops its short, medium- and longer-term strategic priorities.

## **STRATEGIC LEADERSHIP**

- Works with the global advocates; collaborators and member organizations to identify key priorities for the GASCDO.;
- Works with the committees of the GASCDO by providing support and implementing approved recommendations or actions;
- Attracts and recruits volunteers and when approved, paid staff necessary to achieve the organization's objectives;
- Runs surveys, generates data on member opinion on priority topics;
- Supports the educational needs of members through webinars;
- Engages and responds to requests from member organizations;
- Upgrade; update and maintain the organization's global website with patient contents in collaboration with the Communication Committee;
- Supports the Annual General Meeting inclusive of Board election;
- Fosters effective teamwork between the Board, global advocates, volunteers, staff, and acts as main liaison between Board and the management;
- In collaboration with the Chair conducts official correspondence on behalf of the Board and the organization;
- Builds relationships and collaborative arrangements with key supporters; strategic partners and stakeholders;
- Works with the Board to develop policies and strategies to support the operations;
- Fosters effective teamwork between the Board and staff, and acts as main liaison between Board, staff and volunteers;
- Provides volunteers and staff with clear responsibilities to bring the GASCDO structure to life;
- Provides monthly reports to the Board and quarterly reports to its members;
- Identifies, assesses, and informs the Board of internal and external issues that may affect the organization through regular communication and reporting;

## **FINANCIAL MANAGEMENT**

- Accountable for the financial management of the GASCDO and all related entities inclusive of working with the Treasurer and Accountant in formulating a budget for the organization for a one (1) year period.
- Provides financial report at the end of the financial period.

## **OPERATIONAL OVERSIGHT**

- Oversee that the year operation of the organization meets the expectations of the Board, members and stakeholders, through policies and procedures, human resource management, and work plan;
- Oversees the development, planning, implementation and evaluation of the organization's key priority areas and programs, and ensures that these contribute to the organization's mission and reflect the priorities of the Board;
- Oversees the planning and execution of special projects and ad-hoc working groups;
- Works with the Chair of the Board to develop and oversee content for Board meetings and serves as ex-officio on various committees as required;
- Guides the development and cultivation of collaborative working relationships with a wide range of key stakeholders and development partners (e.g., World Health Organization [WHO]).

## **REVENUE GENERATION**

- Spearheads corporate relations program and develops all potential sources of funding, cultivating key relationships with corporate partners;
- Track and submit grant proposal to industry and public funders.

## **COMMUNICATIONS AND MARKETING**

- Acts as a spokesperson for the organization and partakes in awareness-raising initiatives such as World Sickle Cell Day, visits to National and Regional Member Organizations, and any other exercises designed to promote the global visibility of sickle cell disease;
- Represents the organization at key meetings and activities to enhance the organization's profile worldwide.

- Is responsible for GASCCDO's Communication Committee.
- Leverage other global and regional organizations such as ASH, GSCN and other key organizations to raise awareness of GASCCDO.

## **JOB SPECIFICATIONS**

### **ESSENTIAL QUALIFICATIONS, REQUIREMENTS -**

1. University degree and/or a recognized professional qualification; and a minimum of five (5) years executive team management experience in health care or Not-For-Profit or related field; additional 8-10 years of relevant work experience;
2. Capacity to undertake strategic plans and their implementation;
3. High level of both oral and written communication skills in English (main language of work). Fluency in at least one other international language is an important asset;
4. High level of interpersonal capabilities, as well as collaborative and diplomatic abilities to liaise effectively with a broad range of stakeholders worldwide;
5. Demonstrated strong leadership skills in multi-functional professional environments;
6. A global perspective, with specific sensitivity to current and emerging healthcare issues and international development;
7. Demonstrated confidence and appropriate charisma, and is clear and convincing in presentations and discussions;
8. Ability to think innovatively and creatively;
9. Superior negotiating skills; ability to form alliances, partnerships and have a collaborative style;
10. Proven track record with start-up NGOs; ability to develop, and implement new effective, management practices;
11. Ability to manage and lead high performance multidisciplinary teams, and people from diverse cultural, socio-economic, and developmental backgrounds.
12. Proven track record in fundraising and grant writing

## **DESIRABLE CRITERIA**

- Ideally, management involvement in the health-related, not-for-profit or NGO field, with extensive work with volunteers, Boards, and their committees, and experience managing and orchestrating major initiatives therein;
- Knowledge of hemoglobinopathies especially sickle cell disease;
- Knowledge of health policy, human/patients' rights and conflict resolution;
- Ability to energize and motivate volunteers and staff around a shared vision and mission.

## **PERFORMANCE EXPECTED**

- Readily available and able to maintain a high level of competence and productivity;
- Functions well when faced with difficulties, tension, frustration and pressure;
- Readily available to travel on short notice;
- Recognizes possible areas of conflict, deals with them rapidly, appropriately and seeks solutions.

## **REQUIRED QUALITIES AND ATTRIBUTES**

- Capacity to work independently with minimal supervision;
- Capacity to manage a complex workload, to plan and prioritise effectively, with flexibility and ability to multi-task;
- Capacity to run a small, busy global team by optimizing internal and external communication;
- Ability to implement GASCDO's core values in daily work.

## **SPECIAL CONDITIONS**

- Willingness to travel;
- Willingness to work unsociable hours with reasonable notice;
- Ability to be politically impartial in the application of duties.

**SUBMISSION OF APPLICATION:**

Email the following to [governance@globalscd.org](mailto:governance@globalscd.org) :

- 1) Curriculum Vitae (CV)- names and contacts of two (2) references should be included;
- 2) Cover letter addressed to the Chair of the Board of Directors of the GASCDO that includes your suitability in relation to the requested skills and qualifications.

Please be advised that only shortlisted candidates will be called for an interview. Please note that the 1<sup>st</sup> deadline to submit your application is no later than Tuesday 15th May 2022.

**Note-**

Where educational / professional qualifications form part of the position criteria, candidates will be required, if shortlisted for interview, to produce original certificates issued by the appropriate authority. If educational certificates are not available, an original letter detailing examination results from your school or college will be accepted as an alternative. Failure to produce evidence of your qualifications may result in the recruitment process not proceeding.