



# St John

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| <b>POSITION TITLE</b> | <b>CHIEF EXECUTIVE OFFICER</b>       | <b>DATE OF ISSUE</b> | <b>5 NOVEMBER 2020</b>  |
| <b>REPORTS TO</b>     | <b>ST JOHN (NPO) EXECUTIVE BOARD</b> | <b>CLOSING DATE</b>  | <b>20 NOVEMBER 2020</b> |

## ROLE DESCRIPTION SUMMARY

The Chief Executive Officer (CEO) is the principal directing officer of the Order of St John in South Africa. The role will be based at the Head Office in Priory, Westcliff Johannesburg. It is responsible for the successful performance and leadership of strategic activities of St John for key impact and critical relevance to the service of our communities towards the accomplishment of its purpose in South Africa across all its diverse business functions.

## KEY PERFORMANCE REQUIREMENTS (ACCOUNTABILITIES OF THE CEO)

The CEO under the delegated responsibility and direction of the Board is responsible for the following:

1. To provide direction, leadership and oversight ensuring availability and sufficient allocation of resources for efficient and smooth functioning of the Order.
2. Manages the executive committee (exco team) and drives effective performance of St John's operations to achieve growth and business sustainability.
3. To keep abreast of trends, proactively identifying problems and interventions in order to facilitate policy-making in line with the Order's values, mission, and vision, and achievement of its goals.
4. Actively drives participation in identifying, cultivating and soliciting donor prospects, working together with the Board to provide effective financing solutions.
5. To support and align all other fiscal activities including budgeting, reporting and audit in support of its short- and long-term goals of fund development.
6. Works with the Chairpersons of the various Regional Committees to ensure alignment and compliance to the Order regulatory standards and legislation.
7. Manages the due diligence process on behalf of the board to ensure governance and timely attention to fundamental challenges that may adversely affect performance and efficient running of the business.
8. To ensure that the Board is also informed of developments in not-for-profit projects, philanthropy and initiatives towards achievement of its goals.
9. Facilitates the integration of St John into the fabric of the community by using effective positioning.
10. Serves as spokesperson for St John South Africa, ensuring proper awareness and representation to generate maximum awareness.
11. Ensures programme quality and organisational stability through development and implementation of standards and controls, systems and procedures, with regular evaluation.
12. Cultivates a positive work environment that recruits, retains and develops quality staff and volunteers, through fair evaluation and reward programmes.



# St John

## CRITICAL SKILLS & COMPETENCIES

As the Order's leader, this position requires the incumbent to possess the following critical skills:

- Strong business leadership skills to understand the key drivers of growth and efficiencies.
- Strategic planner with ability to drive and deliver results.
- Skilled Communicator: the incumbent must have a track record of excellent communication skills and credibility across all levels both locally and internationally.
- High levels of interpersonal skills and ability to convey or share information / reporting in a meaningful format across all levels.
- Leading Change: The incumbent must be comfortable with diversity and respectful of a wide range of faiths, beliefs, races and nationalities.
- Must be able to inspire, motivate and develop staff and increase levels of volunteers.
- Some experience in the field of philanthropy, not-for-profit management and governance, and community relations is preferred.

## QUALIFICATIONS & EXPERIENCE

- Preferably a Post Graduate degree with no less than 10 years proven track record in similar role or in a senior management position.

Interested applicants can submit their CV's via email at [careers.ceo@stjohn.org.za](mailto:careers.ceo@stjohn.org.za) no later than 20 November 2020. St John's staff and volunteers who meet the key requirements are also eligible to apply.

For full role description, click [here](#).

No late applications will be entertained after the closing date.