

Lawyers against Abuse is seeking a DEPUTY DIRECTOR

Job Description

Lawyers against Abuse (LVA) seeks a dynamic, dedicated individual to join our team as a Deputy Director. Reporting to and working closely in partnership with the Executive Director, the Deputy Director should be a seasoned leader and coach, with the ability to operate on strategic, managerial and hands-on levels and to help guide the organisation across programmatic and administrative functions. The Deputy Director will serve as the organisation's CEO in the absence of the Executive Director.

The Deputy Director will be responsible for supervising and working closely with the senior management team to ensure the organisation's programmatic work is carried out in a trauma-informed manner that is consistent with LVA's Theory of Change and strategic plan, while also seeking to increase the effectiveness and impact of our services. The Deputy Director should display proven nonprofit management expertise and experience in community-based programmes, finance and operations. Ideal candidates will also possess experience in access to justice and/or GBV-related programming.

About Lawyers against Abuse

Established in 2011, Lawyers against Abuse is a non-profit organisation whose mission is to ensure meaningful access to justice for victims of gender-based violence (GBV) by providing legal services and psychosocial support, empowering communities and engaging state actors. LVA operates walk-in centres in Diepsloot, Orange Farm and Hillbrow.

Key Responsibilities

Programmatic Oversight

- Ensure LVA's programmatic work is of the highest quality, is trauma-informed and adheres to recognised best practices.
- Support programme managers to strategise, implement and evaluate programme initiatives that adhere to organizational objectives and goals.
- Work with programme managers to create new or document current programmatic standards, processes, procedures and reporting to increase consistency among LVA programmes.
- Oversee the collection, accuracy and completeness of all project data according to internal and donor requirements.
- Ensure effective monitoring and evaluation frameworks and practices to demonstrate the impact of our work.
- Review monthly programme reports to ensure comprehensive reporting on project activities, outcomes, successes, learnings and challenges.
- Ensure donor compliance in project implementation.
- Prepare quarterly board reports on LVA programmes.

Finance

- Lead annual budgeting process for programmes in coordination with Executive Director and senior management.
- Monitor and advise programme spending and variance reports to ensure alignment with organisational and grant budgets.
- Review programme expenditures to ensure compliance with internal financial policies and procedures.
- Work with Finance Manager to prepare financial reports for donor report submissions.
- Train and support programme managers to ensure strong financial management within each programme.

Human Resources

- Oversee recruitment and onboarding for programme staff.
- Work with Executive Director and senior management to implement annual performance management process and identify opportunities to improve staff professional development opportunities individually and as an organisation.
- Ensure that job responsibilities are clearly communicated and duties delegated appropriately among programme staff.
- Partner with the Executive Director to nurture a positive and empowering workplace culture that promotes accountability, collaboration, inclusion, employee wellness, innovation, satisfaction and retention.
- Ensure an enabling environment for programme team that fosters staff productivity, innovation and performance (e.g. facilities, equipment, etc.).
- Provide ongoing supervision, training, coaching and support to programme managers to ensure that they understand and carry out their responsibilities effectively.

Fund Development & Donor Relationship Management

- Work together with the Executive Director and programme staff to develop concept notes, project proposals and budgets for additional funding opportunities.
- Prepare and submit donor reports for current grants on a timely basis.
- Support the Executive Director in developing and managing relationships with institutional donors, including leading donor site visits.
- Support other development activities and opportunities as they arise.

Operations

- Ensure that all satellite offices are running efficiently, with periodic visits to understand the working environment, needs and priorities first-hand.
- Oversee implementation of LvA's Risk Management Policy.
- Support the Executive Director in developing any new internal policies, as needed.
- Ensure the implementation of internal policies among the program staff.

Strategy and Leadership

- In collaboration with the Executive Director, lead an annual work-planning process in alignment with LvA's strategic plan.
- Proactively identify internal opportunities and challenges and work with the Executive Director to address them.
- Lead bi-weekly Leadership team meetings.
- Manage key projects and special initiatives that relate to organizational growth.
- Serve as the organisation's CEO in the absence of the Executive Director.

Visibility and Representation

- Enhance the visibility of the organization by representing LvA at any meetings, events, conferences, etc. as appropriate and delegated by the Executive Director.
- Contribute to the creation of a positive image and overall credibility of the organization through participation in panels, webinars and interviews and publishing op-eds.

Qualifications and Experience

- Post-graduate degree in law, social sciences or relevant field.
- Minimum of 5+ years of direct work experience in nonprofit programme management .
- Strong project management, monitoring and evaluation, financial management and budgeting skills.
- Experience in community-based programmes.
- Experience working with victims of gender-based violence or other vulnerable populations.
- Experience working with a broad range of stakeholders, including government agencies.

Skills, Knowledge and Abilities

- Deep passion for and commitment to women's rights and issues around gender-based violence
- Understanding of how trauma impacts traditionally marginalized individuals and communities and how this influences the design and delivery of programmes serving them.
- Capacity to withstand difficult circumstances and commitment to personal wellness.
- Excellent supervision and people-management skills and a proven ability to mentor, motivate, develop and support through inclusive leadership practices and collaborative problem solving.
- Superb interpersonal skills, including the ability to generate respect and trust from colleagues, direct reports, and external stakeholders.
- Strong networking and relationship management skills.
- Demonstrated resourcefulness in resource-constrained settings and systems.
- Ability to provide long-term, inspirational vision while simultaneously creating pragmatic solutions to day-to-day problems.

- Ability to work on multiple projects while keeping focused on top organizational priorities.
- Strong written and verbal communications skills and presentation skills.
- Proficiency in Office Suite (Word, Excel, PowerPoint, Outlook).

To Apply

To Apply: Interested applicants should submit a motivation letter highlighting your suitability to the role and a CV with contact details of three work-related referees to **MaraisButton & Associates**.

Email: annelie@maraisbutton.co.za

Closing date: Sunday 08 September

Expected Start Date: As soon as possible

Location: Executive Director to be based at LvA Diepsloot Centre with occasional visits to satellite offices. Periodic remote work can be considered.