



**VACANCY** : **CHIEF EXECUTIVE OFFICER – EDENVALE, JHB**

**REPORTS TO** : **BOARD OF GOVERNORS**  
**SUBORDINATES**  
Business Development Manager  
Financial Manager  
Nursing Manager  
Site & Facilities Manager  
(as per current Organogram)

**JOB PURPOSE**

As the CEO you will plan, direct and control the utilisation of resources and manage LITTLE EDEN in a productive fashion to maximise growth in order to safeguard the current and future viability of LITTLE EDEN.

Plans, develops and implements policies and strategies for the full spectrum of LITTLE EDEN so that the short, medium- and long-term objectives are achieved; safety of residents is upheld at all times and that positive relations with stakeholders are developed and maintained.

Promotes, lead and champions the LITTLE EDEN Mission statement, Values and Ethos by ensuring that they are segmented into the identity, culture, convictions and motivations of all who serve at LITTLE EDEN.

**MAIN KPAs**

GOVERNANCE

STRATEGIC PLANNING & MANAGEMENT

COMPLIANCE WITH STATUTORY REQUIREMENTS

FINANCIAL OVERSIGHT & BUDGETING

PUBLIC RELATIONS AND COMMUNICATIONS

FUNDRAISING & DONOR DEVELOPMENT

GOVERNMENT RELATIONSHIPS

LEADERSHIP & DEVELOPMENT

## VISITORS / HOSPITALITY / REPRESENTATION

### OTHER DUTIES

Performs all reasonable duties that may fall outside of this specific function, when requested to do so on reasonable notice having been given by the Board of Governors.

### QUALITY

To integrate quality into the Society by ensuring that every contact with stakeholders is a demonstration of absolute dedication towards providing first time ideal solutions for the satisfaction of stakeholders' immediate and future needs. To implement the LITTLE EDEN standards and procedures at all times.

### QUALIFICATIONS

A bachelor's degree in Business Management, Finance, Communication or any other related field is required.

### KNOWLEDGE AND EXPERIENCE REQUIRED

Previous management experience in a senior management role of at least five years with extensive exposure to the industry. Demonstrated leadership and management skills as well as an in-depth understanding of the LITTLE EDEN position in the market and its goals and development plans. Experience in strategy formulation, developing partnerships, building teams and conflict management. Experience in building revenue and increasing philanthropic support.

**Knowledge:** Extensive knowledge of the nature of LITTLE EDEN business. General management, strategic planning and execution and business principles. Knowledge of applicable legislation regulating the mental health sector. Knowledge of fundraising and donor relations unique to the non-profit sector.

**Skills:** Demonstrated leadership and management skills as well as an in-depth understanding of LITTLE EDEN's position in the market; its goals and development plans. Strategic and operational managerial skills. Strong leadership skills. Conceptual analytical skills to lead LITTLE EDEN to achieve its budget and strategic objectives. Strong written and oral communication skills. Excellent networking skills and the ability to foster relationships. Ability to convey a vision of LITTLE EDEN's strategic future as well as to motivate Board members, donors, staff, volunteers and other stakeholders. The ability to interface and engage with diverse individuals both local and international. Financial management skills. Strong MS Office and presentation skills. Highest level of integrity and judgement.

**Competencies:** Mission-focused; expertise on issues relevant to LITTLE EDEN; relationship orientated; collaborator; results driven; high need to achieve; brand stewardship; visionary; team builder, high EQ; empathetic; high need for achievement; self-starter with deep intrinsic drive to deliver on targets; excellent business and operational acumen; flexible and adaptable, able to excel and cope in an uncertain environment. Self-confident, resilient; and able to persevere through challenging circumstances. Ability to command the confidence and respect of stakeholders.

Must be ethical and follow the Ethos of LITTLE EDEN; is willing to subscribe to the core Values of LITTLE EDEN, namely: *Respect, Sanctity of Life, Love & Care*

Interested candidates must submit a motivation letter and updated CV to **MaraisButton & Associates**.

**Email:** [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

**Contact will only be made with shortlisted candidates.**