



Position Description

Vacancy Title: **Executive Director**

Location:

Objective

The Executive Director will lead CLCT IF's governance, advocacy, and financial sustainability efforts. The role ensures strategic oversight, programme impact, and stakeholder engagement to advance integrity and transparency in Fiji. This role is suited to a senior professional with a strong grounding in social governance, financial accountability, and civic advocacy. It requires both technical competence in financial and programme oversight, and strategic leadership to guide multi-sector partnerships and integrity-driven initiatives.

Outcomes

Capital Stakeholders (Owners)

1. Key Responsibilities

- Lead the implementation of CLCT IF's strategic plan, ensuring alignment with the mission and measurable outcomes.
- Oversee programme delivery, donor relations, and compliance with governance and financial standards.
- Drive evidence-based advocacy on transparency, accountability, and anti-corruption.
- Build and maintain strong partnerships with government, private sector, civil society, and international partners.
- Strengthen internal capacity, develop staff, and foster a culture of integrity and inclusion.

Organisational Stakeholders

1. Leadership & Strategy

- Strategic plan implemented with measurable outcomes aligned to CLCT IF's mission.
- Annual performance targets set, tracked, and achieved across all organisational programmes.
- Advocacy strategies delivered that shape policy discourse on transparency, accountability, and good governance.
- Multi-sector partnerships sustained with government, civil society, academia, and private sector stakeholders.
- Periodic organisational reviews conducted to refine direction and address emerging governance issue

2. Governance & Compliance

- Legal, regulatory, and donor compliance fully maintained with no material audit findings.
- Timely and accurate reporting provided to the Board of Directors and funding agencies.
- Governance structures strengthened through active collaboration and clear reporting mechanisms.
- Organisational risks identified, assessed, and mitigated through structured risk management plans.
- Ethical standards upheld and communicated through internal policies and leadership example.

3. Program & Financial Management

- All programme activities monitored and evaluated against defined performance indicators.
- Financial health sustained through balanced budgets and transparent accounting practices.
- Resource mobilisation strategy implemented to diversify funding streams.
- Donor relations managed to ensure continued confidence and compliance with grant conditions.
- Annual operational plan aligned to strategic objectives and funding availability.

4. Advocacy & Public Engagement

- CLCT IF represented effectively in media, national forums, and international networks.
- Evidence-based advocacy campaigns delivered to influence anti-corruption and governance reforms.
- Stakeholder engagement plans executed, resulting in stronger cross-sector collaboration.
- Public education campaigns expanded to increase awareness of integrity, ethics, and civic responsibility.
- Policy submissions and research outputs recognised by national decision-makers.

5. Team Leadership & Culture

- A high-performing workforce maintained with clear performance expectations and accountability systems.
- Staff development plans implemented with measurable improvements in capacity and engagement.
- Organisational culture promotes integrity, inclusion, collaboration, and innovation.
- Recruitment and succession processes strengthen institutional sustainability.
- Internal communications foster transparency and shared commitment to CLCT IF's mission.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.

Qualifications

Qualification	Discipline	Notes
Preferred		
Masters Degree	Laws, Public Administration, Social Science, Governance, International Relations, Development Studies	Master's degree in Law, Public Administration, Governance, International Relations, Development Studies, or Social Science.
Preferred		
Degree	Laws, Public Administration or similar, Governance, International Relations, Development Studies	A Bachelor's degree in the above fields will be considered with extensive senior management experience.

Work Knowledge and Experience

Minimum 10 years of senior management experience, including at least 5 years in a senior management role and 3 years in an executive or leadership position.

Proven record in strategic planning, policy advocacy, and programme delivery at national or regional level.

Demonstrated experience in managing multi-donor funding, compliance, and reporting.

Experience leading stakeholder engagement across government, private sector, and community networks.

Track record of leading teams, driving organisational change, and promoting integrity-driven culture.

Strong understanding of governance, anti-corruption frameworks, and civic participation in the Pacific context.

Excellent communication, negotiation, and media representation skills.

Financial management and fundraising experience with measurable results.

Proven ability to lead advocacy initiatives and influence policy outcomes.

Advanced analytical and problem-solving capability with sound judgement.

High ethical standards and commitment to transparency and accountability.

Requirements

Regulatory Compliance Requirements

Fluency in English.. Professional memberships related to governance and transparency advocacy.. Understanding of regulatory frameworks in Fiji.

Other Required Requirements

Performance Indicators

- 90% achievement of annual programme targets.
- Annual audits completed with no significant compliance issues.
- Minimum 85% staff retention and positive engagement scores.
- At least two innovative initiatives launched each year to enhance public impact.
- Balanced budget maintained with on-time donor reporting.

Behavioural Competencies

- **Integrity:** Demonstrates ethical judgement and accountability in all decisions.
- **Leadership:** Inspires trust, drives results, and develops others.
- **Strategic Thinking:** Anticipates trends and aligns resources for long-term outcomes.
- **Communication:** Builds confidence through clarity and credibility.
- **Innovation:** Identifies new opportunities and solutions that strengthen impact.
- **Collaboration:** Builds constructive relationships across sectors and communities.

Reporting and Relationships

- **Reports To:** Board of Directors
- **Direct Reports:** Programme Managers, Finance Officer, Communications Officer, Administration and Support Staff
- **External Relationships:** Donors, media, government agencies, development partners, civil society organisations

Review and Adaptation

The Board reserves the right to review and amend this role description in line with organisational priorities, funding realities, and governance requirements. Annual performance reviews will measure outcomes against the defined Key Result Areas and Competencies.

Interactions

Type	Interaction	Comments
Internal		
	Board of Directors	
	Communications and Outreach Staff	
	Senior Management and Programme Leads	
	Finance and Administration Staff	
	Support Staff and Volunteers	
External		
	Government Ministries and Agencies	
	Development Partners and Donor Agencies	
	Civil Society and Community Organisations	
	Private Sector Leaders	
	Media and Public Representatives	
	Regional and International Networks	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Challenger	Queries, tests information/beliefs and provokes thought.
Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 09 Nov 2025