

Uganda Solar Energy Association (USEA)
Plot 57B, Katalima Road, Nauguru
2nd Floor Mateeka House
P. O. Box 23493, Kampala
+256 0200 923345, info@useaug.org

Chief Executive - Job Description

Job Title: Chief Executive Officer

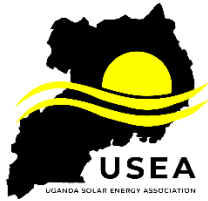
Accountable to: Board of Directors

Review: Annual appraisal from the chair, with input from the board of Directors

Primary Job Purpose: To be responsible for the efficient running and development of the Association, implementation of strategic plans, uphold its reputation and promote its services within Uganda and surrounding areas, as well as secure ongoing and significant financial resources and represent the Association at a strategic level and manage all aspects of the services, staff, volunteers and fundraising and campaigning.

Responsibilities:

1. Collaborate with the board of directors to identify, create, and implement strategic plans to actualise the organisation's objectives.
2. Timely preparations and provision of period and annual progress/status reports, including audited accounts and presentations for required committees and high-quality reports to the board.
3. Identify, recruit, train and develop a talented team of employees who can lead critical departments and manage strategic business functions.
4. Monitor financial operations and ensure controls and accountability processes for all organisation's resources that are in place.
5. Monitor the organisation's operations, and ensure employees and service delivery practices comply with regulatory and legal requirements.
6. Fundraising through developing and preparing project proposals and ensuring accountability and prudent management of funds and assets from local and international sources.
7. Develop the organisational culture and promote transparency and collaboration.
8. Develop partnerships with company stakeholders, shareholders, regulators, and other relevant parties.
9. Identify potential risks and opportunities within the organisational environment to protect service and stakeholder interests.



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10. Identify sources of investment and organise fundraising efforts.
11. Put in place a result framework for monitoring and evaluation of the various organisation's projects to ensure self-sustainability.
12. Ensure timely development and review of relevant policies and procedures to support effective implementation of departmental and organisational mandates.
13. Represents the organisation in social and corporate events in ways that strengthen the brand and communicate the organisation's message.

Qualifications and other eligibility requirements

1. A minimum of a Master's degree in Management studies/business administration or a related field from a recognised institution. A Certificate in administrative law shall be added advantage.
2. Minimum of 2 years practical experience, one of which must have been at a senior leadership or management position in a reputable organisation.
3. Excellent leadership and strategic management skills; strong communication, presentation, and negotiations skills; superior problem solving and decision-making competencies; ICT skills (Microsoft Word, Excel, PowerPoint, and internet applications, among others)
4. High moral character and proven integrity; innovative, creative, and self-driven with superior capacity to manage organisational risks.
5. Demonstrable business acumen / entrepreneurial skills and exposure to the management of donor projects.
6. Demonstrate excellent leadership, human resources management, communication and organisational management skills, strategic planning, and a solid understanding of M&E

How to Apply:

USEA is a member organisation with offices in Nauguru, Kampala, opposite the police headquarters.

The organisation is inviting applicants to fill the position of the CEO. The application should be addressed and emailed to recruitment@useaug.org before 10th December 2022.

All applicants should submit the following documents in a single folder (one PDF file): a Letter of motivation including three references.

NB: Please do not attach copies of qualifications/diplomas at this stage. Mention the position applied for. Only complete applications will be reviewed. All materials should be submitted via email. We regret that owing to the likely volume of applications, only shortlisted applicants will be contacted.