



Job Description: Chief Executive Officer

Role Purpose

To lead, coordinate and oversee the administration of SCOUTS South Africa (SSA).

Functions

1. The management, appointment and oversight of all paid employees and administrative volunteers. This shall include the responsibility for the execution of any disciplinary actions necessary against said paid employees or administrative volunteers.
2. The management of the National Office and Regional administrative functions to ensure the continued smooth operation of SSA.
3. Project and fundraising administration.
4. The sourcing, distribution and management of SSA branded supplies such as, but not limited to, uniforms, badges and books.
5. Maintaining good relationships with the World Organisation of the Scout Movement (WOSM) and the Africa Regional Office and other National Scout Organisations (NSOs).
6. Liaising with a network of Non-Governmental Organisations that strive for the same aim as SSA.
7. Liaising with relevant Government departments.
8. To attend and arrange logistics for the Scout Board.
9. Any other reasonable functions requested by the Board or Chief Scout.

Accountability & Reporting Structure

Applicable Policies to the Role:	All Policies
Report to:	Chief Scout
Peers:	Chief Commissioner
Manages:	Chair: National Property Committee Chair: National Finance Committee Chair: National Marketing Committee Chair: National Fundraising Advisory Committee Chair: National IT Advisory Committee Chairperson of any other committee or working group established by the Exco and allocated to the CEO's control by that body. Paid employees.
Supports:	The whole world

Delegated Power

1. The appointment, promotion, retrenchment and dismissal of paid employees of SSA.
2. The right to place orders with suppliers; enter into contracts or incur other expenditure within the approved budget.
3. Expenditure against extra budget items that have been approved in writing by the National Finance Committee.
4. The right to attend any meeting or event of any SSA group, District or Region.
5. Any other authorities delegated temporarily by the Chief Scouter (CS) or Scout Board.

Period of Appointment

The CEO shall be contracted as a permanent position with SSA in accordance to the Labour laws of the country.

Appointment Procedure

Process as described in Organisational Rules (OR) Section 8.4.

Other Agreed Tasks

As agreed with the direct report, the candidate will also be responsible for:



be prepared...