



Job Description

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Job Title Femina Hip Board Member	Job Location Dar es Salaam	Category Management
Job Type Full Time	Job level Executive Board Member	Industry Non-profits (NGO)

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 5 Years
Secondary Industry -	Primary Category Management: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure Femina Hip has adequate resources to advance its mission.

Board members also play very significant roles providing guidance to Femina Hip by contributing to the organisation's culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates.

Responsibilities

- Establishing Femina Hip's Mission and Purpose
- Selection, Support, and Performance Review of the Executive Director
- Strategic Planning
- Monitoring and Managing Financial Resources
- Recruiting New Board Members
- Serving on Board Committees where needed
- Actively network with others, opening up new doors and fundraising opportunities
- Approving and monitoring the organization's programs and services
- Enhancing the Femina Hip's public image
- Assessing its own performance as the governing body of Femina Hip

Expectations of Individual Board Members

Each individual board member is expected to:

- Know the Femina Hip's mission, policies, programmes, and needs
- Faithfully read and understand the organisation's financial statements
- Serve as an active advocate and ambassador for the Femina Hip and fully engage in identifying and securing the financial resources and partnerships necessary for Femina Hip to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve Femina Hip's mission
- Help identify personal connections that can benefit the organisation's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees
- Follow the Femina Hip's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts

- before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of Femina Hip

Education & Qualifications

- Good educational background, graduate or diploma level degree

Requirements

- Senior Management experience and knowledge in development, economics, finance, accounting, media production, entrepreneurship or audit.
- The successful candidate must be technically proficient and financially literate
- Demonstrable interest and working knowledge of using new technology in the development sector and an avid focus on innovation for social change
- Previous Board experience is an advantage, particularly candidates who have chaired a Board Committee. The successful candidate should have a track record of integrity and ethical conduct and be available to dedicate the required time and focus on Femina Hip
- Solid skills in project design and project cycle management (including problem/objective, stakeholder analysis, project planning, budgeting).
- Experience in developing private sector relationships and alternative funding strategies, beyond donor-driven funding
- A strong personal commitment to the values, aims and approaches of the Femina Hip
- Excellent verbal and written communications skills, exceptional networking and representation skills at high-level partner meetings and events.
- Ability to communicate clearly to diverse audiences, including staff, management, government officials, donors, private sector partners

Driving Licence

Not Required

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