

JOB DESCRIPTION	
Tonga Family Health Association	
Job Title:	Executive Director
Location:	Nukuálofa, Tongatapu, Tonga
Band:	1 \$42,000 – 63,000

Job Purpose:

The Executive Director serves as the primary management leader of the Tonga Family Health Association (TFHA). In this pivotal role, the Executive Director is responsible for overseeing the organization's administration, programs, and strategic direction. Key responsibilities also encompass resource mobilization, marketing, and community outreach. The Executive Director is accountable to the TFHA Executive Board meetings for timely reporting of the organization's activities and progress.

The Executive Director reports directly to the TFHA Board/Executive Council.

Specific Roles and Responsibilities

Strategic

- Assist the development of strategic direction of TFHA in conjunction with the TFHA board.
- Responsible for the implementation of the strategic plan developed by the TFHA board.

Financial

- Oversee and approve the business planning and annual budgeting processes.
- Ensure TFHA has sufficient resources to operate. This may include the identification and development of alternate revenue sources or fundraising.
- Manage financial resources in conjunction with the Finance Manager on a regular basis to ensure day to day operations align with budgeted plans.
- Report on financial performance to TFHA board. This include, quarterly performance, financial audits, and the annual budget.

Relationship management

- Serve as the spokesperson for TFHA to members, the media, and the public to encourage positive messaging for Sexual and Reproductive Health and Rights services.
- Manage relationships with other professional, civic, and private organisations to ensure TFHA is active and visible in the community and is able to achieve its mission.

Operations

- Actively manage staff, including the oversight of Human Resources processes of hiring, appraisals, and dismissals.
- Supervise staff's implementation of TFHA programmes, derived from Annual Plans and Budget.
- Organisation of board and committee meetings.
- Regularly review TFHA's policies and procedures to ensure they align with IPPF standards and best practice.
- Able to travel overseas when necessary.
- Undertakes all tasks that may be assigned to him/her from time to time by the TFHA Board , other TFHA committees, volunteer bodies and /or Regional Director or his nominee of IPPF -ESEAOR.
- Maintains a systematic program of advocacy on Sexual Reproductive Health including Family Planning issues in Tonga
- Prepare quarterly and other periodic reports as required under special grant budgets. Prepares and submit reports to TFHA Board on achievements, progress and opportunities quarterly.
- Develop and maintains good relationships with donors, government and key stakeholders.

Experience

- Significant experience managing a social need based not for profit.
- Strong understanding of financial and risk management, as well as the business planning and

audit processes.

- Experience in relationship establishment and management with the view towards funding and partnership building.
- Strong written and oral communication skills.
- Understanding of current issues facing sexual health and reproductive rights in Tonga.

Qualification, experience and competencies.

A Post Graduate qualification in Management: or a related degree in Social development and Health with more than 5 years of relevant management and advocacy at any setting. Competent in organizational development, human resources and change management.

Understands and promote TFHA values and approaches to development with a passion to serve the people of Tonga. Demonstrated creative and critical thinking skills with the Strong communication and presentation skills.