



TERMS OF REFERENCE

Name :
Designation : Executive Director,
Transparency International Sri Lanka (TISL)

REPORTING RESPONSIBILITIES :

Under the overall direction and guidance of the Board of Director, TISL reporting relationship will be as follows:

Direct Reporting Line

The Board, TISL

Reporting Area

Fiduciary aspects of Management of the Organization
Progress of the Implementation of overall Programmes
of the Organization

Additional Reporting Line

Transparency International
Secretariat (TIS)

Reporting Area

Performance Reporting and Review of TISL
Financial Accountability and Reportage of TISL

Advisors if any

Specific Programmes of the Strategic Plan

LOCATION:

Based in the TISL Colombo Office

SCOPE OF RESPONSIBILITIES:

The Executive Director, as the Operational Head of TISL has to play a results-based leadership and management role to achieve the vision, mission, goals and objectives of the organisation and abide by its values and principles. The Executive Director will also provide guidance and motivation to the respective heads of Programme, Finance, HR and Admin and guide and motivate them to meet functional and organizational goals.

The Executive Director will have:

- A. Overall responsibility for providing Visionary Leadership and Strategic Direction for the Organization
- B. Overall responsibility for Programme Planning, Coordination, implementation and monitoring
- C. Overall responsibility for Fundraising
- D. Overall responsibility for maintaining Stakeholder Relationships and liaising with external parties as a representative of the Organization
- E. Overall responsibility for Financial and Risk Management, Human Resources Management and Administration
- F. Overall Accountability Ethical Responsibility and for all Organizational Activities
- G. Others: Summary of the Terms and Conditions

SPECIFIC RESPONSIBILITIES

- A. Overall responsibility for providing Visionary Leadership and Strategic Direction for the Organization**
 - Providing a visionary leadership in line with strategic plan and spearhead the organizational direction of TISL;
 - Providing leadership to develop and implement the Strategic Direction for the Organization and to develop programme concepts within the strategic Framework;
 - Provide leadership to develop Operational Plan, which incorporates goals and objectives which works the strategic direction of the organization, ensuring that Institutional goals are met
 - Ensuring Programme deliverables are directed toward achieving strategic goals of the organization;
 - Function as a spokesman for the organization and representing TISL in meetings and other forums and act as a training and resource person;
 - Guiding the functional managers in the development of Operational, Financial and HR plans which are in line with the goals and objectives of the organization;

B. Overall responsibility for Programme Planning, Coordination and implementation

- Conceptualizing and implementing programmes that promote and advocate good governance and transparency with the collaboration and support of state, private and civil society institutions;
- Ensuring efficient and cost effective implementation, coordination, and monitoring of TISL's programme in Sri Lanka;
- Ensuring the delivery of the expected results which contribute to the realization of TISL's overall vision and objectives;
- Ensuring that programme time-lines are adhered to and quality of programme delivery meets expected standards;
- Leading the Programme Team reviews, Progress monitoring and Performance reviews;
- In collaboration with the management develop and implement an adequate, efficient and clearly articulated program monitoring and evaluation process, for the performance review of the programs of the TISL

C. Overall responsibility for Fundraising

- Raising the necessary funds for achieving the mission of the organisation as set out in the strategic plan;
- In consultation with the Deputy Executive Director and Management Team actively develop new programme concepts within the strategic framework, for submission to interested donors

D. Overall responsibility for maintaining Stakeholder Relationships and liaising with external parties as a representative of the Organization

- Ensuring constructive relationships are maintained between TISL and governmental, non-governmental and other civil sector partners, and with members of the international community;
- Facilitating and promoting TISL membership and a good network with other Organizations in line with the strategic direction and goals of TISL;

E. Overall responsibility for Financial and Risk Management, Human Resources Management and Administration

- Ensuring development of Annual Budgets and Reports in compliance with fiscal and statutory standards;
- Liaising with Bank, Tax consultants and Auditors where relevant and negotiating for better services and provisions;
- Overseeing the operations of Finance function and Finance Staff members;
- Identifying and evaluating the risk's of the organization's people, property, finances, goodwill and image and implement measures to control risks;
- Ensuring Board, Staff and Assets are sufficiently covered by insurance and the relevant parties understand the limitations of insurance coverage;
- Ensuring the smooth functioning of the personnel administration of the organization;
- Ensuring personnel, client, donor and interim files are securely stored and privacy/confidentiality maintained;
- Overseeing the efficient and effective maintenance of the organization including Infrastructure and assets;

- Conducting official correspondence on behalf of TISL, jointly with the directors and Programme managers when appropriate;
- Overseeing the development and implementation of the Human Resources policies, procedures;
- Involving in the planning, recruitment and selection of staff members as per requirements;
- Ensuring that the organization culture is in compliance with organizational values and ethics;
- Involving and overseeing performance target setting and annual performance reviews of functional managers,
- Establishing a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;

F. Overall Accountability and Ethical Responsibility and for all Organizational Activities

- Ensure the highest standards of accountability and ethical responsibility through compliance with TISL policies and standards and TI Secretariat's international standards
- Maintaining regular contact and ensure effective coordination with TI Secretariat;
- Ensuring submission of Management Reports and Programme summaries in a periodic basis to the Board and other relevant parties;
- Overseeing the preparation of financial Summaries and Reporting to the Members of the Board when requested;
- Ensuring that proper financial, and administrative reporting schedules are prepared as required by relevant agreements and partners;
- Overseeing the development of the Annual Report, analytical information for decision making purposes and provision of relevant information to Donors,

G. Others: Summary of Terms and Conditions

- An agreed package of remuneration will be provided and revised depending on the future work, expansions if any and income of the organization;
- The probation period shall be subjected to a period of 3 months;
- Remuneration will also include all statutory and other fixed allowances that are extended to TISL staff;
- Appointment can be terminated by either party with two (2) months notice or by payment of two (2) month's salary in lieu of notice. TISL may terminate employment on the ground of misconduct constituting disciplinary conduct or misconduct;
- If any external work is undertaken on behalf of TISL, 25% of the income earned shall be paid to TISL and such a external should be engaged after informing the Board;
- The employee is expected to devote the whole of the employee's attention and time to the functions of TISL;
- Any modification to this contract will require an amendment in writing between the employee and employer;