



The Pacific Disability Forum (PDF) is a regional peak body that works in partnership with Disabled Persons Organisations in the Pacific region to build the capacity of these organisations and improve the lives of persons with disabilities through advocacy.

PDF is an equal opportunity employer

DEPUTY CHIEF EXECUTIVE OFFICER

This is an exciting opportunity to play a senior role in a major regional NGO.

Based in Suva, Fiji, the Deputy CEO will be reporting to the CEO and responsible for supporting the CEO for the delivery of all PDF activities, particularly in the areas of Program management, effective relationships with Members, partners, national and regional organisations, and monitoring and evaluation of PDF's activities.

Key outcomes for this role include:

Support for the CEO

- Leadership and the development of disability policy and practice.
- Effective high-level representation of PDF at national, regional and international levels
- Advocacy effectively led and supported

Management and Leadership of the Program function

- Cohesive leadership in the development and implementation of programs and projects
- Excellent relationships with donors and regional members (Program and project partners)
- Effective implementation of new and existing programs and projects

Oversight of monitoring and evaluation of Programs

- Compliant and effective management and high standards of good governance for Programs and PDF operations

Management of member and stakeholder support

- Support provided to members with accurate and timely advice and information as well as mentoring and training

Lived experience with a disability is essential. You will have extensive experience working in an NGO, in particular meeting member needs through externally funded projects. You will also understand the critical importance of complete and transparent reporting and good governance.

The successful applicant will need to demonstrate:

- Professional experience in program and resource management
- Professional experience in the disability sector
- Some experience in private sector partnerships is an advantage
- Experience in a representational role



Further Details: Role description and further details are available on the Maxumise Facebook page or www.maxumise.com/jobs

Contact: Lati Qoro +679 330 3137

How to Apply: For online submission, click on, or paste into your browser, the following URL: <http://app.hrmonise.com/job/pdf/dceo> or, Email applications with the subject 'PDF Deputy CEO' to pdfjobs@maxumisefiji.com

Closing Date: Sunday 17th September 2017 (Fiji Time)