

Trust for Democratic Education and Accountability

Terms of Reference

Annex-1

Title: Director Operations

Reports to: Chief Executive Officer

Core Responsibilities

- To ensure TDEA offices day-to-day smooth running.
- To improve the operational systems, processes and policies in support of organizations objectives and goals.
- To manage and increase the effectiveness and efficiency of Support Services, HR, Procurement and Human Resource, through improvements to each function as well as coordination and communication between support and Program units.
- To supervise and coaching of Human Resources, Procurement and Administration units.
- Provide leadership support for the successful implementation of and adherence to the TDEA Policies and Procedures.
- To supervise and coach staff on a daily basis.
- To contribute to short and long-term organizational planning and strategy as a member of the management team
- To supervise matters related to fundraising, tax and insurance and Member Organizations and overall Organizational structure and growth.
- To coordinate and respond to Internal Audit quires.
- To facilitate and coordinate Board, General Council Meetings. Management and Supervision of events, trainings, briefings, press conferences.
- To respond and assist Board of Trustees as and when directed by the CEO.
- To update and amend Policies and procedures and seek approvals from the CEO and Board of Trustees.
- To oversee legal and professional matters of the organization.
- Custodian of the Organizations Constitution and legal documentation
- To ensure proactive coordination of program units and project offices as appropriate.
- To work closely with Chief Executive Officer, Director Finance, Program and IT.
- To participate as a member of Management Committees and other decision making bodies as and when directed by the CEO.
- To perform in addition to these, any task assigned by the line supervisor or Chief Executive Officer.