

## EXECUTIVE DIRECTOR

The Public Affairs Research Institute (PARI) is a Johannesburg-based research and advocacy organisation affiliated to the University of Johannesburg and Wits University, providing new and original social science research, advocacy and implementation support for South Africa, the global South and beyond. PARI does research into the constraints to effective governance, underlining the importance of improved institutional design and performance, towards building effective and democratic state institutions, for more equitable policies to reduce poverty and inequality. It collaborates with civil society organisations, think tanks, state institutions and academic institutions, to:

- Produce new and original research into public institutions, state formation, state-society relations and public policy;
- Realise advocacy campaigns to achieve state reform, focusing on the various programme areas, strategic collaborations and cooperation with the state;
- Maintain an academic profile through university affiliations and teaching programmes;
- Shape public opinion in relevant interest groups through targeted communications; and
- Maintain a repository of research accessible to the public.

### **Job purpose:**

PARI is looking for a dynamic Executive Director to lead the organisation in a manner that supports its mission and objectives. The Executive Director will be expected to drive and lead the intellectual mission of PARI. The Executive Director will plan, lead and co-ordinate the activities of PARI. He/she will develop and support its intellectual vision and research activities, provide strategic leadership, facilitate business development for organisational sustainability, fundraise, drive strategies to optimise key client and stakeholder relationships within the public sector, private sector, academic sector and the community, and ensure accountability for programme implementation. The incumbent may be jointly appointed by PARI and a university.

### **The incumbent should have:**

- A PhD degree in a relevant field in the Humanities, Social Sciences or related discipline.
- A strong publication record that includes peer-reviewed publications.
- 8–10 years' experience of having conducted research (i.e. a proven research record).
- Strong knowledge of the social justice sector.

### **In addition, the incumbent should be able to:**

- Demonstrate experience of leadership and management principles as they relate to non-profit organisations.
- Demonstrate success at fundraising.
- Understand the balance between social justice and academic work.
- Understand the socio-political environment and current challenges and opportunities relating to the mission of the organisation.
- Demonstrate the ability to develop and implement successful strategic plans.

- Demonstrate strong organisational abilities including planning, delegating, programme development and task facilitation.
- Demonstrate a working knowledge of human resources management and financial management.
- Exhibit excellent and effective oral and written communication skills.
- Exhibit a participatory management style, with the ability to be decisive when necessary.

### **Personal characteristics**

The incumbent should have qualities/characteristics required (a) to fit in with the organisational culture and values, and (b) to manage the job effectively, including:

**Adaptability:** Have the ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires.

**Decisiveness:** Be able to demonstrate leadership by adjusting one's approach to the demands of a task, by taking and maintaining a position in a self-assured manner.

**Interpersonal Skills:** Be able to work effectively with different people and teams of people, by putting others at ease; and acknowledge diverse opinions, address relevant concerns, minimise conflict, and promote harmony.

**Ethical Behaviour:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.

### **Other requirements:**

- Be willing and able to travel both locally and internationally as required
- Be fluent in spoken and written English
- Be able to work beyond official working times
- A current driver's license (Code 8, no endorsements) is essential

Please submit a **full CV**, with references, to [hr@pari.org.za](mailto:hr@pari.org.za).

Only shortlisted candidates will be contacted.

**This post will begin on 01 October 2024 or as soon as possible thereafter.**

**Closing date for applications: 31 August 2024**

PARI is committed to diversity, equity, inclusion and transformation. We offer a competitive salary package and preference will be given to historically disadvantaged applicants.

For more information about the work that PARI undertakes, please visit [www.pari.org.za](http://www.pari.org.za)

