



JOB PROFILE

CHIEF EXECUTIVE OFFICER

About CSL

Center for Strategic Litigation (CSL) is East Africa's premier think-and-do tank on the rule of law and democracy that seeks to advance the vision of a just and tolerant, vibrant and inclusive democracy grounded in respect for the rule of Law and justice for all. Its programs are tailored towards building knowledge and agency on the rule of law, developing the current and future generation of social justice activists and developing positive jurisprudence in the region in protection of the rights of the most vulnerable as well as the environment.

Our current strategy (2024-2028) focuses on strengthening democratic resilience in Africa, promoting accountability for public resources, building healthy information ecosystems and contributing to climate justice for affected communities in East Africa. We pursue these objectives while cognizant of the gender and other cross cutting dimensions affecting them. We also reckon that achieving democratic resilience is possible with sufficient attention towards accountable and sustainable institutions that deliver democracy.

Since its founding in 2019, CSL has enjoyed the leadership of a founding board of some of the region's most committed advocates for the rule of law and social justice. During this period, the implementation of the organization's strategy and vision has been led by its founding Chief Executive Officer whose tenure will come to a close at the end of 2025. Having served two terms, the founding CEO will step down to allow the organization to transition and prepare CSL for its next stage of growth with an increasing focus on maturity and sustainability.

About the Role

The primary task of the incoming CEO is therefore to steer CSL towards new heights of growth with clear pathways for sustainability of its assets and programs based on the successful implementation of its first two strategies. The new CEO will also help to ground and deepen the regional footprint of CSL's work since its early attempts to regionalize programming towards an expanded horizon.

In this vein, the CEO is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors. The CEO will participate in executing CSL activities from time to time in line with the CSL strategy and framework of activities.

The ideal candidate must be a person of humility and agility to juggle multiple tasks and requirements of a startup culture while keeping sight of the long term

growth targets. The candidate must possess an anti-fragile growth and entrepreneurial mindset to drive the organization towards its ambitious goals for transformation. The incumbent must be a well respect member of civil society in Tanzania and the region with proven credentials for working innovatively in complex operational and political environments.

To be able to excel in this role, an ideal candidate should possess the following characteristics:

- Demonstrate unquestionable integrity and humility.
- Be a well-respected professional with an outstanding intellectual record and gravitas.
- Possess a curious mind, tenacity and strong strategic and analytical skills.
- Have excellent communication and public speaking skills in English and Kiswahili.
- Be a multi-tasker capable of managing competing priorities in a fast-paced, startup environment.
- Inspire, lead, and coach a team effectively.
- Be an open-minded, well-traveled, and well-read individual.
- Be self-driven, organized, efficient, and dependable, with a proven ability to deliver timely results.
- Be tech-savvy and computer literate.
- Have a proven track record in resource mobilization, fundraising, and effectively representing an organisation to stakeholders, donors, and the public.
- Be a well-rounded Pan-Africanist and perpetual optimist who believes in the promise of Africa to deliver functional democracies.
- Have a passion for self-development and the development of others.

The detailed job description is as follows:

Job Title: Chief Executive Officer

Unit: Executive Office

Mandate: National and Regional

Supervises: Program Directors, all other staff

Reports to: Board of Directors

Location: Zanzibar

Role Summary

The CEO is the key management leader of CSL and the Chief Purpose Officer. The CEO is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

General Responsibilities:

Board Governance

- Works with board in order to fulfill the CSL mission
- Responsible for leading CSL in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Advises the board on key strategic and statutory issues relevant to the fulfillment of CSL's mission.
- Represent the board in key engagements and deliberations with CSL's key stakeholders.

Financial Performance and Viability

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of CSL to include submission to the Board of a proposed annual budget and biannual financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget. Ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support CSL's mission.
- Identifies and advises on pathways for financial sustainability of the organization.

Organization Mission and Strategy

- Provides intellectual leadership in the implementation of the CSL mission and strategy
- Ensures alignment among the staff, board and management in the implementation of the CSL mission
- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach
- Responsible for implementation of CSL's programs that carry out the organization's mission
- Responsible for strategic planning to ensure that CSL can successfully fulfill its mission into the future.
- Responsible for the enhancement of CSL's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organizational Operations

- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for effective administration of CSL's operations.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Core qualifications and competencies

- A Master's Degree in a field relevant to CSL's mission.
- Knowledge of the pressing social justice, rule of law, and democratization challenges in Africa.
- Five or more years' of senior non-profit management experience.
- Strong organizational abilities, including planning, delegating and program development.
- Ability to convey a vision of CSL's strategic future to staff, board, volunteers and donors.
- Proven track record of successful fundraising and donor relations in the non-profit sector.
- Leadership Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer, partnerships and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking skills.
- Strong affinity and commitment to CSL values and principles.
- Bilingual (English/Swahili).
- Strong analytical and critical thinking skills, with the ability to structure problems, ask relevant questions, and challenge one's own output.
- Solid budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Excellent IT skills, including familiarity with MS Office and G Suite.
- Exceptional time management skills to meet frequent tight deadlines.
- Ability to use the internet for research purposes.
- Strong verbal and written skills.
- Impeccable attention to detail.
- Ability to cope and work in a fast paced business environment.
- Ability to lead and coach a team.
- A track record of effectively leading and scaling a performance-and outcomes-based organisation and team.