

JOB DESCRIPTION

LAFAEK Social Enterprise Director

Position title	LAFAEK Social Enterprise Director
Location	Dili, Timor-Leste
Reports to	Country Director
Grade	8
Position type	Fixed – Term, Full - time
Start date/timeframe	4 November 2024

1. Background

1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

CARE in Timor-Leste has zero-tolerance for sexual harassment, sexual exploitation, and sexual abuse, as well as all forms of harm to children.

CARE participates in the global [Inter-Agency Misconduct Disclosure Scheme \(MDS\)](#). In line with this Scheme, CARE in Timor-Leste will seek a "Statement of Conduct" from all past employers that candidates have been employed by over the last 5 years, specifically related to incidents or investigations into allegations of sexual harassment, sexual exploitation or sexual abuse during their employment. CARE is also committed to disclosing knowledge of sexual misconduct to other agencies where requested.

1.2 About the Programme

CARE in Timor-Leste's Lafaek magazines have promoted literacy, learning, and broader social impact across Timor-Leste since 2001. Lafaek has become a household name in Timor-Leste, with a brand that is highly valued and trusted nationwide.

The Lafaek Learning Media project currently produces four types of magazines with engaging and relevant content and distributes them three times a year to 13 municipalities nationwide. Since 2018, CITL has additionally launched the Lafaek Learning Media (LLM) Platform, a Facebook page with over 172,000 followers as of July 2024, primarily young Timorese, and a website.

The New Zealand Ministry of Foreign Affairs and Trade (MFAT) extended the project for another five years in 2022. Until now, Lafaek's operations have been sustained by financial contributions from donors. However, given the prevailing patterns of diminishing development aid allocated to Timor-Leste, it seems improbable that this funding source would remain dependable. CARE aims to enhance Lafaek's long-term sustainability by facilitating its transition into a locally registered foundation.

2. The role

The Lafaek Social Enterprise Director will lead the foundation's strategic, operational, and financial activities, ensuring alignment with its mission to promote literacy, numeracy, gender equality, and economic development in Timor-Leste. The Director will drive the foundation's transition into a sustainable social enterprise while maintaining its core values and commitment to social impact.

The Lafaek Social Enterprise Director will manage three senior managers (the Lafaek Project Manager, the Business Development and Marketing Manager, and the Operations and Finance Manager) and is expected to pursue a clear and compelling vision and motivate high performance.

Key Responsibilities

Fundraising and Diversification (40%)

- **Income Growth and Diversification:** Grow and diversify the foundation's income streams through innovative business development opportunities, sponsorships, and digital marketing strategies. Develop and implement strategies to increase revenue from existing and new sources.
- **Donor Relations:** Manage relationships with donors, including government entities, private sector companies, and international NGOs, to secure funding and resources. This includes identifying potential donors, preparing grant proposals, and ensuring timely and accurate reporting to donors.

Strategic Leadership and Vision (25%)

- **Strategic Planning:** Develop and implement the foundation's strategic plan in line with the Lafaek Business Plan 2023-2027. This involves setting clear, measurable goals, aligning resources, and regularly reviewing and adjusting the plan to respond to internal and external changes.

- **Vision and Values:** Promote and exemplify the foundation's core values: Courage, Diversity and Inclusion, Equality, and Transformation. Ensure that these values are embedded in all aspects of the foundation's work and culture.
- **Transition Management:** Lead the transition of the Lafaek Learning Media project into a sustainable social enterprise. This includes overseeing the execution of the transition plan, managing stakeholder communications, and ensuring that all legal, financial, and operational requirements are met.

Operational Management (15%)

- **Operational Oversight:** Oversee all operational aspects of the foundation, including the production, distribution, and marketing of Lafaek's educational content. Ensure that operations are efficient, cost-effective, and aligned with strategic objectives.
- **Performance Management:** Ensure effective performance management, professional development, and capacity building of the foundation's staff. This includes setting performance goals, conducting regular evaluations, and providing ongoing training and development opportunities.
- **Financial Management:** Oversight of the foundation's budget, ensuring accurate and timely financial management, budgeting, and reporting. This involves overseeing financial planning, monitoring financial performance, and ensuring compliance with financial policies and procedures.
- **Audit and Compliance:** Oversee financial audits and ensure compliance with all relevant laws and regulations. Work closely with the Audit and Risk Committee to ensure that financial controls are in place and effective.

Governance and Compliance (10%)

- **Board Collaboration:** Work closely with the Board of Directors to ensure robust governance and accountability mechanisms are in place. Prepare for and attend board meetings, providing regular updates on the foundation's performance and strategic direction.
- **Policy Implementation:** Implement policies and procedures that comply with the foundation's statutes and relevant laws. Ensure that all staff understand and adhere to these policies.
- **Reporting:** Prepare and present annual reports, financial statements, and strategic updates to the board. Ensure that reports are accurate, comprehensive, and submitted in a timely manner.

External Relations and Advocacy (5%)

- **Representation:** Represent the foundation at national and international forums, conferences, and donor events. Serve as the primary spokesperson for the foundation, promoting its mission and achievements.
- **Partnerships:** Build and maintain strategic partnerships with stakeholders, including government bodies, educational institutions, and civil society organizations. Collaborate with these partners to advance the foundation's mission and expand its reach.
- **Advocacy:** Advocate for the foundation's mission and vision, promoting literacy, gender equality, and social inclusion in Timor-Leste. Engage with policymakers, media, and the public to raise awareness and support for the foundation's work.

Others (5%)

- Demonstrate a passion and commitment to CARE's approach and values, including gender equality, ethnic diversity, and cultural sensitivity, and inspire Leadership on these issues through the CARE in Timor-Leste team.
- To proactively manage the APPA process, including the annual appraisal, midyear review, and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures, and directives.
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values, including ethnic diversity and cultural sensitivity, and
- Uphold and promote CARE's commitment to Child Protection.

3. Selection criteria

- Advanced degree in Business Administration, entrepreneurship, or a related field.
- Minimum ten years of senior management experience with a social enterprise or a similar context.
- Proven track record in social enterprise development, business management, and sustainability. Experience in transforming organizations and driving sustainable growth is essential.

- Extensive experience in fundraising, financial management, and strategic planning. The candidate should have a demonstrated ability to secure funding and manage finances effectively.
- Strong leadership and people management skills with the ability to coach, mentor, and build capacity. The Director must inspire and develop the foundation's staff.
- Excellent representational skills with experience building networks and relationships with diverse stakeholders. The ability to engage and collaborate with various partners is crucial.
- High level of strategic thinking and analytical skills, including the ability to develop and implement creative communication approaches. The Director must be able to think strategically and solve problems effectively.
- Demonstrated understanding of gender equality and women's empowerment. Commitment to these principles is essential for aligning with the foundation's mission.
- High-level organizational and time management skills, with the ability to balance competing priorities. The Director must manage their time effectively to ensure all responsibilities are met.

Note

CARE prioritises the safety of the community members that we work with, particularly the most vulnerable members of society, including women and children. CARE in Timor-Leste will not tolerate sexual harassment, exploitation or abuse by staff or partners, and has embedded systems to prevent and address safeguarding risks across our operations.