



TERMS OF REFERENCE

Designation -Executive Director,
Transparency International Sri Lanka (TISL)

REPORTING RESPONSIBILITIES :

Under the overall direction and guidance of the Board of Directors, TISL reporting relationship will be as follows:

Direct Reporting Line

The Board, TISL

Reporting Area

-Fiduciary aspects of Management of the Organisation
-Progress of the Implementation of overall Programmes of the Organisation

Additional Reporting Line

Transparency International Secretariat (TIS)

Reporting Area

-Performance Reporting and Review of TISL
-Financial Accountability and Reportage of TISL

Advisors if any

-Specific Programmes of the Strategic Plan

LOCATION:

-Based in the TISL Colombo Office

SCOPE OF RESPONSIBILITIES:

The Executive Director, as the Operational Head of TISL has to play a results-based leadership and management role to achieve the vision, mission, goals and objectives of the organisation and abide by its values and principles. The Executive Director will also provide guidance and motivation to the respective heads of Programme, Finance, HR and Admin and guide and motivate them to meet functional and organisational goals.

The Executive Director will have Overall Responsibility for:

- A. Providing Visionary Leadership and Strategic Direction for the organisation
- B. Programme Planning, Coordination, Implementation and Monitoring
- C. Fundraising

- D. Maintaining Stakeholder Relationships and Liaising with External Parties as a representative of the organisation
- E. Financial and Risk Management, Human Resources Management and Administration
- F. Accountability on Ethical Responsibility and for all organizational activities
- G. Others: Summary of the Terms and Conditions

SPECIFIC RESPONSIBILITIES

A. Overall responsibility for providing Visionary Leadership and Strategic Direction for the Organisation:

- In line with the strategic plan, spearheading the organisational direction of TISL;
- Developing and implementing the Strategic Direction for the organisation;
- Developing programme concepts within the Strategic Framework;
- Developing an Operational Plan that aligns with the organisation's Strategic Direction, incorporating clear goals and objectives to ensure the achievement of institutional priorities and long-term success.
- Ensuring Programme deliverables are directed toward achieving the strategic goals of the organization;
- Functioning as a spokesperson for the organisation and representing TISL in meetings and other forums and acting as a training and resource person;
- Guiding the functional managers in the development of Operational, Financial and HR plans in line with the goals and objectives of the organisation;

B. Overall responsibility for Programme Planning, Coordination and implementation:

- Conceptualising and implementing programmes that promote and advocate good governance and transparency with the collaboration and support of state, private and civil society institutions;
- Ensuring efficient and cost-effective implementation, coordination, and monitoring of TISL's programme in Sri Lanka;
- Ensuring the delivery of the expected results which contribute to the realisation of TISL's overall vision and objectives;
- Ensuring that programme timelines are adhered to and quality of programme delivery meets expected standards;
- Leading the Programme Team reviews, Progress Monitoring and Performance reviews;
- In collaboration with the management developing and implementing an adequate, efficient and clearly articulated program monitoring and evaluation process, for the performance review of the programs of the TISL;

C. Overall responsibility for Fundraising

- Raising the necessary funds for achieving the mission of the organisation as set out in the strategic plan;

- In consultation with the Management Team actively developing new programme concepts within the strategic framework, for submission to potential donors

D. Overall responsibility for maintaining Stakeholder Relationships and Liaising with External Parties as a representative of the organisation

- Ensuring constructive relationships are maintained between TISL and governmental, private sector, non-governmental and other civil sector partners, and with members of the international community;
- Facilitating and promoting TISL membership and a good network with other organisations in line with the strategic direction and goals of TISL;

E. Overall responsibility for Financial and Risk Management, Human Resources Management and Administration

- Ensuring the development of Annual Budgets and Reports in compliance with fiscal and statutory standards;
- Liaising with Banks, Tax consultants and Auditors where relevant and negotiating for better services and provisions;
- Overseeing the operations of the Finance function and Finance staff members;
- Identifying and evaluating the risks of the organisation's people, property, finances, goodwill and image and implementing measures to control risks;
- Ensuring staff and assets are sufficiently covered by insurance and the relevant parties understand the limitations of insurance coverage;
- Ensuring the smooth functioning of the personnel administration of the organisation;
- Ensuring personnel, client, donor and interim files are securely stored and privacy/confidentiality maintained;
- Overseeing the efficient and effective maintenance of the organisation including infrastructure and assets;
- Conducting official correspondence on behalf of TISL, jointly with the directors and programme managers when appropriate;
- Overseeing the development and implementation of the Human Resources policies and procedures;
- Involving in the planning, recruitment and selection of staff members as per requirements;
- Ensuring that the organisation culture is in compliance with organisational values and ethics;
- Involving and overseeing performance target setting and annual performance reviews of functional managers,
- Establishing a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;

F. Overall Accountability and Ethical Responsibility and for all organisational activities

- Ensuring the highest standards of accountability and ethical responsibility through compliance with TISL policies and standards and TI Secretariat's international standards
- Maintaining regular contact and ensuring effective coordination with TI Secretariat;
- Ensuring submission of Management Reports and Programme Summaries in a periodic basis to the Board and other relevant parties;

- Overseeing the preparation of Financial Summaries and reporting to the Members of the Board when requested;
- Ensuring that proper financial, and administrative reporting schedules are prepared as required by relevant agreements and partners;
- Overseeing the development of the Annual Report, analytical information for decision-making purposes and provision of relevant information to donors;

G. Others: Summary of Terms and Conditions

- An agreed package of remuneration will be provided and revised depending on the future work, expansions if any, and income of the organisation;
- The probation period shall be set for a duration of 6 months;
- Remuneration will also include all statutory and other fixed allowances that are extended to TISL staff;
- Appointment can be terminated by either party with two (2) months' notice or by payment of two (2) months' salary in lieu of notice. TISL may terminate employment on the grounds of disciplinary infraction or misconduct;
- During the term of this fixed contract, should you be invited to engage in any external activities during office hours—such as delivering a lecture or serving as a resource person in a training program, whether in a private capacity or on behalf of TISL—you are required to inform the Board of Directors immediately. Any payments received for such activities must be fully disclosed to TISL. You are also obligated to remit the entire amount of these earnings to TISL within two weeks of receiving the payment, regardless of the amount involved.
- Additionally, during the term of this fixed contract, you shall not, either directly or indirectly, engage in any other employment, private practice, or accept fees or payment from others for services rendered without the written consent of the Board.
- You are expected to dedicate your full attention and time to the duties and responsibilities of TISL.
- Any modification to this contract will require an amendment in writing between the employee and employer;
- This Terms of Reference will be furnished by the Board through the Chairman.
- The Board reserves its right to amend the TOR at any given time.
- Adhering to and promoting the Core Values of TISL given below

Core Values of TISL

- Transparency & Accountability
- Integrity
- Human Dignity & Respect
- Equality and Humility
- Professionalism