



**AFRICA COOPERATIVES INSTITUTE
OF
SOUTH AFRICA**

**VACANCY POST - 2022
Management Board Position: Chairperson**

(Extended) Applications Closing date: 14 May 2022

The Africa Cooperatives Institute of SA (ACI-SA/Institute) was established in 2018. It is a registered co-operative enterprise and a subsidiary of the Africa Cooperatives University NPC. The institute provides training, consultancy and research services. It equips the co-operative and non-profit sectors with the relevant and up to date skills needed to run resilient, sustainable and futuristic co-operatives, non-profit companies and community based enterprises. The institute is currently recruiting for a Chairperson of the Management Board. The role entails overseeing corporate governance compliance for all divisions under the banner of ACI-SA.

Vacant Position	Chairperson of Management Board
Reference	CMB/ACI-SA/2022
Term of Service	3 Years (Renewable)
Remuneration	Non-remunerated but costs relating to the role are paid for by ACI-SA: <ul style="list-style-type: none"> ● Transport ● Meals (sometimes accommodation) ● Internet Access & Airtime ● Board Meeting Allowance/Stipend

Duties and Responsibilities

- Arrange and preside over the management board meeting.





- Design organisational policies, procedures and guidelines.
- Ensure proper and efficient corporate governance.
- Monitor and hold accountable all working committees in the institute.
- Run the process of performance management of management board members.
- Enforce compliance with the constitution: co-operative, NPO and NPC.
- Oversee the arrangement of major events of the Institute: Symposium, Conference and Convention.
- Oversee the work of the office of the principal and dispute resolution.
- Devise proper programmes to operationalise pending activities and initiatives of the institute.
- Promote ethical behaviour in the institute.
- Ensure that co-operative values are upheld.
- Have a broad Africa focus for co-operative development.
- Draft and Manage MoUs, Proposal and Contracts.
- Deliver speeches and presentations.

Desired Characteristics

- Be an efficient administrator
- Be able to respond promptly to organisational needs
- Embrace and apply high moral and ethical standards
- Be open to constructive criticism and feedback
- A confident self-starter with a flair for entrepreneurship
- A believer in the ACI-SA brand and its potential
- Must be computer literate

Qualification Requirements

- Honours Degree level qualification
- Previous training on corporate governance will be an added advantage

Experience

- 3-5 years experience working in the co-operative or non-profit sector/ or in people management (leading teams or managing people)
- Knowledge of the social enterprise sector and ecosystem



Human Resource Specific Requirements

- Agree to a background check as part of the application process.
- If employed elsewhere - the incumbent will be required to provide proof of declaration if appointed for the role.
- The incumbent must be prepared to be registered on the ACI-SA's CIPC Disclosure as Director.
- Must have a tax record in good standing.
- Individuals aged between 18 - 35 years are encouraged to apply.
- Preference will be given to strong female candidates.

Application Process

All applicants must complete the prescribed application form. Click [here](#) to complete the application form. Have all attachments ready before attempting to complete the application. All information supplied by applicants will be managed in accordance with the POPI Act.

Applicants must attach the following documents with their application:

- 2 pages CV
- A Personal Statement/Cover letter (2 pages max)
- A complete and signed application form
- A certified copy of ID

The Interview Process

Shortlisted applicants will be contacted on or before 20th May 2022. Interviewing will take place in phases. The first phase will be brief written submissions, the second phase will be a panel interview and the final phase will be a meeting with the management board followed by the final appointment of a preferred candidate. The successful candidate will start on the role on 1 June 2022.

The Africa Cooperatives Institute of SA is an equal opportunities co-operative. Females, LGBTQIA+ and people living with disabilities are encouraged to apply.

Enquiries about the role can be sent to:

Mr Katleho Ralehoko - katleho.ralehoko@aci-ac.org or to info@aci-ac.org