



NATIONAL TOSHAOS COUNCIL

Job Description

Position Title: Executive Director

Location: NTC Secretariat, Georgetown

Type of Employment: Fixed

1. Background of the NTC

The Amerindian Act No. 6 of 2006, which is the principal legislation that governs the Indigenous Peoples of Guyana, establishes the National Toshias Council (NTC). It is a body corporate comprising all Toshias. Under the umbrella of the NTC, a 20-person Executive Committee is elected, and this body is made up of representatives of the 10 Administration regions of Guyana, the Toshias and the NTC Executive Members are elected for a three-year term and members are also eligible to contest a second term.

The National Toshias Council (NTC) is mandated to represent Guyana's Indigenous Peoples, and to plan and develop policies, programs and projects aimed at sustainable development, general welfare improvement and the promotion of the rights of the Indigenous peoples, which include their human rights, land rights, preservation and promotion of their languages and culture, strategic planning, mitigation of Climate Change, protection, conservation and management of forest and natural resources, villages governance and other social and economic projects.

The role of the NTC is detailed below:

- To prepare strategies and plans for reducing poverty and improving access to health and education in Villages.
- To prepare strategies and plans for the protection, conservation and sustainable management of Village lands and natural resources.
- To promote the recognition and use of the Amerindian language.
- To promote good governance in Villages including investigating matters as requested by Villages and making recommendations.
- To coordinate and integrate the activities of Villages on a national basis.
- To share, document and record the experiences of villages
- To plan strategies for the Social and Economic Development of villages
- Coordinate and integrate the activities of Villages on a national basis

2. Position Summary

The Executive Director (ED) serves as the chief executive officer of the National Toshias Council, responsible for providing strategic leadership, operational oversight, and ensuring the organization's mission, vision, and objectives are effectively achieved. The ED also provides oversight of all programmes and project implementation.



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3. Key Responsibilities

- Develop and execute comprehensive strategic plans in alignment with the organisation's mission and objectives. Provide vision and leadership to ensure sustainable growth and impact.
- Oversee all operational parts of the organisation, including finance, human resources, programme management, and administration. Ensure effective resource allocation and utilisation.
- Work closely with the finance team and the NTC Executives to develop and manage the annual budget, ensure financial sustainability, and maximize revenue streams through fundraising and grants.
- Cultivate and maintain strong relationships with stakeholders, including donors, partners, government agencies, and the community at large.
- Represent the National Tshaos Council in various forums and events.
- Provide effective leadership to the staff, programme, and project teams, fostering a culture of collaboration, innovation, and excellence. Mentor and develop staff to maximize their potential and contribution to the organization.
- Ensure compliance with all relevant laws, regulations, and organizational policies. Work closely with the Executive Committee to fulfill its governance responsibilities and provide regular updates on organisational performance.
- Understand Guyana's national policies and international commitments, especially with regards to Indigenous Peoples, environment and socio-economic development, and communicate information to the NTC Executives, staff and communities.
- Identify and mitigate risks to the organisation's operations, reputation, and finances. Develop and implement risk management strategies to safeguard organisational assets and interests.
- Lead advocacy efforts to advance the organisation's mission and priorities. Support the NTC Chairman in effectively communicating its message to the media, policymakers, and the public.
- Serve as the main point of contact with the government, private organisation and other stakeholders.
- Facilitate the transition process from the outgoing NTC Executive Committee to the incoming NTC Executive Committee.
- Oversee the implementation and monitoring of all programmes and projects of the NTC.
- Perform related duties as assigned.
- The Executive Director reports directly to the NTC Executives.

4. Qualifications

- Master's Degree in business management, public management, leadership and management, indigenous studies or other related field;



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5. Experience and Competencies

- Professional experience in senior leadership positions.
- Strong strategic thinking, planning skills, excellent communication and interpersonal abilities.
- Demonstrated experience in financial management and fundraising.
- Experience working with donor-funded projects, project management and monitoring.
- Knowledge of national policies and international commitments related to sustainable development, the environment, socioeconomic development, and Indigenous peoples will be an asset.
- Ability to build and maintain effective relationships with diverse stakeholders.
- Commitment to the organization's mission and values.
- Experience working with Indigenous Peoples, and has a deep understanding of Indigenous cultures and practices cultural sensitivity.
- High level of competency in reporting
- Excellent computer literacy inclusive of Excel, MS Word, PowerPoint, Access, and Publisher
- The ideal candidate must be willing to work outside of regular working hours and will be required to go on field visits from time to time.

6. Working Conditions

- Based in NTC Secretariat in Georgetown with field work across the country.
- Local travel required.
- International travel may be required.
- Ability to work outside the normal work schedule to meet NTC's obligations from time to time.

7. Compensation

NTC offers a competitive remuneration package that reflects the current labour market, internal equities, position scope, and the candidate's relevant education, experience, skill, and competencies.

8. Application Process.

An application consisting of a cover letter, CV and the names of two (2) references should be sent to one of the following:

1. Email: ntoshaoscouncil@yahoo.com
2. Post Mail:

NTC Chairman
National Toshaos Council Secretariat
Block B



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(National Exhibition Centre)
Plantation Sophia
Georgetown

9. Deadline:

All applications must be submitted on or before **August 7, 2024** no later than **11:59 PM**.

N.B. Only shortlisted candidates will be contacted.