

Position Vacant – Executive Director

- Executive Director
- Sydney – Muslim Aid Australia
- Expanding Humanitarian organisation.
- Immediate start. Executive management level experience is a must.
- Reporting directly to the Chairperson and liaising with the Executive Board.

Since 1989, Muslim Aid Australia (MAA) has been responding to the needs of those less fortunate that are affected by natural disasters, war and famine. MAA provides emergency, long-term assistance and planning and, other charitable work to alleviate the pain of those suffering. Our aim is to be the leading Australian Muslim humanitarian organization.

Applicants must possess the highest calibre and have a strong humanitarian acumen and the ability to develop new business with a proven delivery track record. You must have a solid financial management experience, be highly results orientated with the ability to multi-task, have strong creative problem solving and analytical skills and, at least 3 years successful senior management experience with an appropriate tertiary qualification.

You will also possess high-level communication and presentation skills (across all cultures) and, have leadership abilities including:

- Staff mentoring.
- Team building and retention of quality staff.
- Client relationship building.
- Understanding of ACFID's *code of conduct* and awareness of AusAid accreditation requirements.
- Identifying and developing appropriate policies, processes and procedures.
- Understanding of emergency and development aid requirements (legal, regulations & moral) and;
- Experience in managing overseas financial aid disbursement of funds.

Key to your success will be your vision, leadership, and understanding and, ability in recognizing the operational and strategic needs of the organization that will steer MAA into becoming one of the leading Australian humanitarian aid organisations.

Applications need to be addressed to: Human Resources – Ms Emtissal Little on:
emtissal@muslimaid.org.au or; mail@muslimaid.org.au

Applications close: 14th May 2007, 5pm