



## **LIFELINE JOHANNESBURG**

### **VACANCY: EXECUTIVE DIRECTOR**

For over 50 years, LifeLine Johannesburg, a registered non-profit organisation has delivered emotional wellness to individuals regardless of their race, religion, sex and social standing, through various health and wellness interventions throughout Johannesburg. All these are provided free of charge to the community.

LifeLine Johannesburg now seeks to appoint a highly experienced individual as its hands-on full-time Executive Director to lead the organisation into its next phase of growth and impact. This role will report directly to the Board of LifeLine Johannesburg ('the Board'). and will require the incumbent to work from the LifeLine Johannesburg's offices on a full-time basis with limited flexibility.

LifeLine Johannesburg is an equal opportunity employer.

---

#### **Key Responsibilities**

- In alignment with LifeLine Johannesburg's (LLJhb)' mission and strategic objectives and in consultation with the Board, provide strategic leadership to LifeLine Johannesburg.
- Provide financial oversight which include i) preparation of annual budget, ii) monthly board reports, iii) review and sign-off of regular reports to funders, iv) ensure compliance with all policies and legislation, v) approval of and timeous payment of creditor invoices, vi) accurate preparation of monthly payroll input, cash flow management and forecasting.
- Manage a very small team of staff including development and training and where necessary instituting disciplinary procedures, preparing employment contracts and UIF and WCA compliance.
- Ensure all deliverables and contractual obligations for LLJhb programmes are met, including any required reporting by LLJhb.
- Manage LLJhb's fundraising and marketing initiatives, including writing proposals.
- Draft, maintain and implement organisational policies such as procurement, HR and finance policies.
- Manage the day-to-day operations of LLJhb in accordance with labour laws, NPO Act and any other applicable legislation, while ensuring high standards of professionalism, ethics and accountability are met by all staff, in a supportive environment.
- Prepare and maintain proper record keeping for i) all finance activities, ii) employees, iii) funders, and iv) members.
- Provide agreed reporting to the Board on i) fundraising, ii) counselling, iii) day-to-day activities, iv) finance, and v) LLJhb programmes.

- Organise & prepare reports for General meetings of the LLJhb in terms of the Constitution.
  - Provide administrative support to the volunteer counsellors in counselling clients.
  - Ensure a fully functional office environment.
- 

#### **Minimum Requirements**

- A relevant university degree in finance or management
- At least 5 years senior leadership experience.
- Demonstrated competence in programme management, fundraising, and financial oversight.
- Excellent organisational skills and ability to meet deadlines.
- Ability to work with minimum supervision.
- Understanding of the mental health, psychosocial support, gender-based violence, and/or community development environment in South Africa.
- Ability to work effectively with a Board and lead diverse teams.
- Excellent written and verbal communication in english, and good interpersonal and stakeholder engagement skills.
- Valid code 08 driver's licence, an experienced driver with own transport.
- This role requires an excellent working knowledge of Microsoft Word, Excel and Outlook. Experience in preparing presentations

#### **Desirable Attributes**

- Postgraduate qualification in a relevant field.
  - Willingness to be involved in fundraising.
  - Demonstrated commitment to ethical practice, inclusivity, and trauma-informed leadership.
  - Strong problem-solving skills and calm leadership especially when working with volunteers.
- 

#### **To apply, please submit:**

**- a detailed CV,**

**-contact details of three most recent referees;**

**-and motivation letter stating why you believe you are suitably qualified and experienced for this position;**

**-salary expectation; and**

**-your notice period to commence**

**to [director@lifelinejhb.org.za](mailto:director@lifelinejhb.org.za) on or before 5pm on Friday, 29 May 2026.**

**Late applications will not be considered**

**Only shortlisted candidates will be contacted. If you do not hear from us within 20 days of the closing date, please consider your application as being unsuccessful.**

**For more about LifeLine Johannesburg please visit our website**

**<https://www.lifelinejhb.org.za>**

**21 May 2026**