



The Southern African Legal Information Institute (SAFLII) publishes legal information, including judgments, legislation, the rules of court, legal journals, the reports of commissions of inquiry and other relevant materials that are freely accessible by the public across the world. SAFLII has more than 250 000 unique users who visit its site monthly. SAFLII is a member of the Free Access to Law movement and is committed to publishing all judgments provided by the courts online. SAFLII's work therefore promotes not only free access to legal materials, but in so doing, also promotes the strengthening of the rule of law in South Africa and further afield.

Based remotely in South Africa, SAFLII seeks to appoint a

CHIEF EXECUTIVE OFFICER

SAFLII is seeking to recruit a dynamic and experienced professional to lead its team of content managers and technical staff. The successful candidate will have demonstrated experience as a leader in the non-profit, legal, information technology or librarianship sectors, and will be able to build strong networks and partnerships, with excellent oral and written communication skills. SAFLII is based in Cape Town, and the new director will need to be based there.

Key responsibilities of the **CEO** include:

- Provide overall leadership to SAFLII, assisting in developing its work as an NPO, identifying new projects and expanding its provision of free access to legal materials, including judgments and legislation.
- Develop a strategic plan for SAFLII, for approval by the Board and key stakeholders and implement the necessary steps to action that plan.
- Support the Board of SAFLII and its Advisory Board by preparing agendas, documentation for meetings and the drafting of minutes.
- Oversee and manage SAFLII's budget, including draft the annual budget, implement appropriate financial controls and liaise with SAFLII's bookkeeper and auditors.
- Identify and implement necessary and appropriate fundraising efforts.
- Prepare all necessary reports, including the annual report and reports to funders.
- Work with the SAFLII team on a day-to-day basis to ensure that the organisation works efficiently and continues to provide an excellent service to its users.
- Work with SAFLII's partners to develop its product offering and ensure the website is secure and stable.
- Undertake or oversee the necessary IT work required to ensure the development and stability of the SAFLII site
- Promote the work of SAFLII both nationally and internationally amongst a wide range of user and donor groups, including the judiciary, the legal profession, the legal academy, students, journalists and others.

The **CEO** must meet the following criteria:

- A record of leadership in the non-governmental, legal, information technology or librarianship sectors.
- A tertiary degree and at least ten years' relevant post-degree experience.
- Familiarity with the South African legal system, the structure and working of the judiciary and a demonstrated commitment to democracy, the rule of law, the protection of human rights and South Africa's democratic constitutional order.

- Experience in managing teams, including strategic planning, financial management (including budgeting, keeping of financial records and reporting) recruitment, performance appraisals, and work processes.
- Demonstrated ability to build effective networks and strong partnerships with external organisations, including with donor organisations.
- Excellent communication skills, both written and oral.

Desirable Criteria:

- Established skills in information technology, including the ability to develop and maintain websites, social media accounts and basic software programming.
- Ability to work professionally in more than one South African language.
- Experience in professional education in the law, librarianship or information technology sectors.

View the full job description and application instructions on the Vacancies page at www.actionappointments.co.za and email your application by **Friday 13th June 2025** to callum@actionappointments.co.za

