



The origin sciences teach us that all human beings share an ancestry in Africa, as seen in our fossil history and in our great genetic similarity to one another. However, we and our close fossil ancestors are a small part of an even bigger picture, , one that can be traced back to the origins of life on earth.. PAST was founded in 1994 to preserve and promote Africa's rich fossil heritage and to fund palaeontological research and education across the continent. Through research, education and promoting a public understanding of where we come from, PAST aims to foster humanity in the present through our shared history.

Based in Johannesburg, South Africa – PAST seeks to appoint a

CHIEF EXECUTIVE OFFICER

Reporting to the PAST Board and based at the Evolutionary Studies Institute at Wits University in Johannesburg, the CEO will be a highly professional visionary leader who will take full responsibility for the successful and sustainable functioning of PAST, leading the organization into its next chapter.

Key responsibilities of this challenging senior executive position include:

- Liaising closely with the board and keeping them apprised of major developments
- Managing all relationships with donors, partners and stakeholders
- Active fundraising
- Report writing and oversight of reports to board, donors etc.
- Overseeing PAST projects and programmes
- Overseeing the financial aspects of the organization in conjunction with the financial officer

The **Chief Executive Officer** must meet the following criteria:

- Minimum Masters-level background in science, preferably the biological or geological sciences, and ideally with training and research experience in palaeontology (origin sciences).
- Proven management skills with some experience in the financial oversight of an organisation or department
- Demonstrated skills in stakeholder and especially donor relations at a senior/executive level
- Demonstrated track record in fundraising
- Excellent communication skills, both verbal and written
- Exceptional ability to engage with a wide range of stakeholders
- Experience in marketing or brand management would be preferable
- Evidence of commitment to advocating PAST's philosophy of enhancing African scientific leadership in the origin sciences, educating youth and the general public about the social value of the origins sciences and embracing and promoting the ideals of PAST's All from One campaign.

The candidate should be able to work in South Africa full-time and be willing to organise a work permit if required.

View the full job description and application instructions on the Vacancies page at www.actionappointments.co.za and email your application by **Friday 30th September 2022** to tracy@actionappointments.co.za

