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MINISTRY OF LABOUR, PUBLIC SERVICE & HUMAN RESOURCE DEVELOPMENT
02 APR 2019

RURAL WOMEN FOR DEVELOPMENT
South Sudan

"Together we succeed"

RURAL WOMEN FOR DEVELOPMENT SOUTH SUDAN (RWDSS)

VACANCY ANNOUCEMENT

Job Title: Executive Director
Duty Station: South Sudan
Reporting to: The Board of Directors
Vacancy No: 0001/RWDSS/2019
Closing Date: 30th April 2019

Background:

Rural Women for Development South Sudan (RWDSS) is a women-led, indigenous national development and humanitarian organization for empowerment of women in South Sudan. Formed in 2013 under the Non-governmental Organizations Act of 2016 and registered with the Relief and Rehabilitation Commission (RRC) of South Sudan (REG. No 371),

RWDSS Operate in 4 out of the ten states. I.e. Central Equatoria State, Western Equatoria, Eastern Equatoria and Western Bahr El Ghazal. Its core sectors of work include Food Security &Livelihoods, Women empowerment, GBV/VAWG, WASH, Education and Peace Building.

Purpose

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization.

MAIN DUTIES AND RESPONSIBILITIES

- Leads the fundraising department in setting annual income goals, for example, and works with program development managers to set standards for serving the organizations targeted needs groups.
- Planning and operation of annual budget. Fundraising, program development, HR management and accounting.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit.
- Serving as primary spokesperson to the organization's constituents, the media and the general public.

- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the States
- Supervise, collaborate with organization staff.
- Ensure Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Prepare or review all the organization policies to the standard
- *Liaison between their organizations and a range of external stakeholders. Directors develop and maintain relationships with other non-profit leaders, for example, looking for opportunities to partner with other organizations to serve good causes.*

Fundraising

- The Executive Director is responsible for overall oversight and coordination of donor engagement and all fundraising and proposal writing.
- She uses an entrepreneurial approach in working with staff from RWDSS (including programme, finance, fundraising, and M&E) to develop and submit high quality institutional and high value donor proposals and tender bids that are aligned with defined priorities, demonstrate impact, and offer value for money.
- She is proactive in identifying new and non-traditional sources of funding from a range of institutional donors and working to leverage RWDSS s funding prospects.
- She builds the capacity of RWDSS staff to develop and manage strategic consortium partnerships with other NGOs and private sector organizations where appropriate.
- She participates in SMT meetings and contributes to the overall development, implementation and review of the RWDSS Country Strategy, Fundraising Strategy and Plan.
- Continually seek innovative means of attracting new donors
- Maintain positive working relationships with SMT members and ensure there is effective coordination of all activities
- Engage in donor relationship management to ensure donor retention and upgrades while capturing new development partners
- Represent RWDSS internally and provide inputs to all fundraising related activities when required, including participation on task forces, training courses and conferences
- Develop a Fundraising Strategy and Operational Plan that meets the strategic requirements
- Document various meetings with donors, monitor required action
- Donor Engagement and partnership building , Networking, updating, and liaising with key in-country and international donors
- Provide effective coordination for the establishment of proposal development working groups with representatives from key stakeholders within and outside

- Advise programme and programme quality teams, finance, working groups on relevant donor requirements/compliance, potential funding opportunities, changes in donor priorities and ensuring quality grant management for all related projects.
- Work closely with all the Funding Affiliates and relevant programme departments to ensure high quality and timely submission of proposals and concept notes, Project Report/Project Progress Reports to donors and funding affiliate
- She identify and facilitate opportunities for relationship building with key donors
- Develop and manage strategic consortium partnerships with appropriate CSOs, academic
- In collaboration with the communications team, engage in organizational brand building including development of collateral materials to support fundraising efforts, such as brochures;
- Developed and operationalized strategies that have taken an organization to the next.

Qualifications and Experience required

- A bachelor's degree or master is an added value
- Transparent and high integrity leadership
- Minimum of seven years' experience with an NGO in a senior programme funding position(s) involving proposal development and donor liaison and management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Knowledge of fundraising strategies and donor relations unique to non-profit sector
- Strong written and oral communication skills
- Ability to interface and engage diverse donor groups
- Demonstrated ability to oversee and collaborate with staff
- Experience of developing successful proposals to donors – trusts and foundations, high net worth individuals and/or corporates
- Strong public speaking ability
- Action-oriented, entrepreneurial, adaptable, and innovative approach to organizational planning
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- In-depth understanding of logical frameworks as a tool to develop theory of change and intervention logic.

How to apply:

Interested and qualified candidates should submit an application letter and CV plus 3 names of referees (one of them being their immediate supervisor) with their full contacts to: via email; ruralwomenfordevelopment@gmail.com indicates the job Title **Executive Director -** on the Subject line. Only short-listed candidates will be contacted for interviews. This is a **position** only for female candidates.

Disclaimer: RWDSS does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

NB the successful candidate must be ready to start work immediately

RURAL WOMEN FOR DEVELOPMENT
04 APR 2019
SOUTH SUDAN