



# COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION

## CIDA - SOUTH SUDAN

### JOB VACCANCY ADVERTISEMENT

July 27, 2023

#### Job Summary

Job Title	Executive Director
Location	Juba Head Office
Report to	Chairperson, Board of Directors
Posting Date	27 <sup>th</sup> July, 2023
Closing Date	27 <sup>th</sup> August, 2023

27 JUL 2023  
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#### Background:

**Community Initiative Development Association (CIDA)** is an independent women-led organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters in Republic of South Sudan.

**Vision:** We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

**Mission:** We seeks to advance the rights of marginalized communities, build and sustains their capacity to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting human rights, and the environment while reducing social injustice.

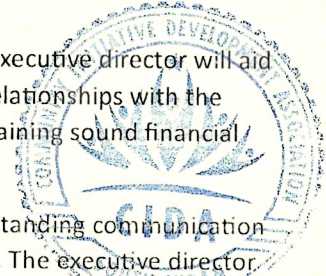
**VALUE System** CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas.

**Job purpose:** CIDA is seeking for a self-driven and highly competent executive director (**qualified female candidate**) to lead and influence our organization towards favorable growth and to design and direct strategies that support and enhance the organizational operations.

Key duties and responsibilities of the executive director will include managing the organization assets, optimizing financial operations, providing leadership to all staff, establishing business goals, ensuring tax compliance, advising board of directors on executing special business in line with CIDA Country programme.

You're expected to possess a stewardship and strategic planning skills as an executive director will aid the organization in promoting mission and objectives, maintaining positive relationships with the internal and external stakeholders, achieving organizational goals, and maintaining sound financial practices.

The ideal female candidate must possess a strong entrepreneurial drive, outstanding communication skills, strong leadership qualities, and good planning and organizational skills. The executive director should streamline the organizational operations, effectively and efficiency direct operational budgets,

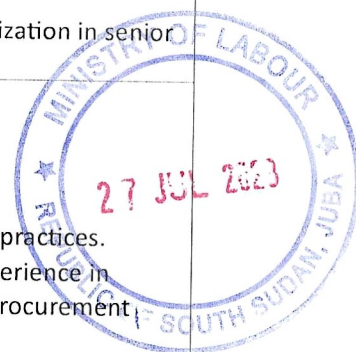


The ideal female candidate must possess a strong entrepreneurial drive, outstanding communication skills, strong leadership qualities, and good planning and organizational skills. The executive director should streamline the organizational operations, effectively and efficiency direct operational budgets, improve revenue, direct our business strategy, and enhance relations with the media, internal stakeholders, staffs, and surrounding, communities.

Key duties and responsibilities:

1. Developing and directing organizational strategies.
2. Drafting organizational policies and philosophies.
3. Engage with donor organizations to lobby for funds. This should be in line with CIDA thematic areas.
4. Overseeing day-to-day organizational activities and advising head of other departments accordingly.
5. Conducting performance reviews and appraisals.
6. Preparing comprehensive budgets to meet donor requirements.
7. Reporting on expenditures made by the organization.
8. Engaging with community group and other stakeholders such as government concerns department of CIDA thematic areas.
9. Representing CIDA externally and internally and where possible delegate concern departments to attend clusters meetings respectively.
10. Coaching department heads.
11. Overseeing financial accounts.
12. Acts as security focal point of the organization and hence she is advised to liaise on security related matters and keep staffs at breast on day-to-day security information for safety. This includes safety of the assets of CIDA.
13. And any task BOD chairperson can assign Executive Director.

Education qualification	<ul style="list-style-type: none"> <li>• Master’s in business administration, Mass Communication or equivalent.</li> <li>• Bachelor’s degree applicant with work experiences of at least 2-3 years can apply.</li> <li>• Must have worked with national or international organization in senior or similar position.</li> </ul>
Knowledge/skills:	<ul style="list-style-type: none"> <li>• Project management experience.</li> <li>• Highly ethical behavior.</li> <li>• Public relations and marketing knowledge.</li> <li>• Exceptional interpersonal skills.</li> <li>• Detailed understanding of humanitarian principles and practices.</li> <li>• Proven ability to manage a portfolio of project with experience in financial management, understanding of logistics and procurement procedures and human resource management.</li> <li>• Knowledge of stakeholder engagement.</li> <li>• A high level of writing and verbal communication, including an ability to write clear and concise reports; and,</li> <li>• Sound knowledge of design and delivery of higher humanitarian and development programmes with more emphasizes on conflict/ gender sensitivity.</li> </ul>
Personal characteristics:	<ul style="list-style-type: none"> <li>• Excellent interpersonal and intercultural skills and ability to interact professionally with donors, stakeholders and staffs at all levels of the</li> </ul>



	<p>organization.</p> <ul style="list-style-type: none"> <li>• Skilled at multitasking and prioritizing, working independently with minimal supervision, leading, and designing projects autonomously.</li> <li>• Team player, facilitating open communication in the team and building relationships.</li> <li>• Flexible and adaptable, willing work irregular hours in accordance with the needs of the roles.</li> <li>• Initiative taker makes sound judgment, creates synergy and manages conflict and</li> <li>• Open to learning and shearing knowledge.</li> </ul>
How to apply:	<p><b>Only qualified women to apply.</b></p> <p>Your application documents should include; CV, letter of motivation and certified copies of academic documents and national ID to Email: <a href="mailto:HRcidasouthsudan@gmail.com">HRcidasouthsudan@gmail.com</a> before the dateline 24th August, 2023.</p> <p><b>The recruitment and filling of this vacancy is subject to the approval of funds from the donor.</b></p> <p><i>CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud &amp; corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.</i></p> <p>CIDA does not charge any fee at every stage of recruitment.</p> <p><b>NB: Only shortlisted candidates will be contacted.</b></p>

