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Approved by senior Inspector
MOL/RSS/151
01/07/2022



Head Office: Jebel Kujur – Next to Toyota Service Center,
P.O Box 308 / +211-927222333
Juba – South Sudan

EXTERNAL ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a legally registered National Non-Governmental Organization (NNGO) operating across seven (7) states out of (10) states in South Sudan. Within the seven (7) states, HDC is working with the Refugees, IDPs, returnees and host communities to improve their livelihoods of needy people, enable them realise their potential and enjoy dignified lives. It also provides protection to the most vulnerable individuals with specific needs. It endeavours to promote human dignity and create peaceful environment for individuals to realize their full potential. It is in this framework, that HDC is to recruit

JOB TITLE:	Director for Organisational Development (1)	Duty station	Juba
REPORTS TO:	Board of Trustees		
CONTRACT PERIOD:	Twelve (12) Months with possibility of extension	TYPE:	Full-time
OPENING DATE	7 th June, 2022		
DEADLINE OF SUBMISSION:	31 st July, 2022		
NATIONALITY	South Sudanese and other nationalities		

Scope of work

Humanitarian and Development Consortium (HDC)'s Director for Organizational Development will ensure to spearhead institutional growth and Development. The Director will be an expert responsible for technical resource mobilization, Research and Development for organization continuity. The organization development specialist will supplement Executive Director's roles in sustainable organizational leadership and management through water tide accountability, communication, research and development.

Duties and Responsibilities



- ❖ To lead organization policy and institutional development;
- ❖ To present organizational development agenda to the Board and act on resolutions’;
- ❖ To collaborate with Executive Director on management and development matters’;
- ❖ To spearhead global resource mobilization including proposal conceptualization and writing, development of new partnerships and technical resources, donor and stakeholders’ relations;
- ❖ To lead organization audits and projects cycle reviews;
- ❖ To lead organization digital data filing and storage for development planning review;
- ❖ To lead organizational development Research and innovation;
- ❖ To lead organization advocacy, Publicity and Communication;
- ❖ To represent HDC in appropriate donor and stakeholders’ forums;
- ❖ To facilitate organization Human Resource acquisition and Development;
- ❖ To supervise organizational development staff;
- ❖ Perform any other organizational development and project management duty as it may arise.

Requirements

- Master's degree in organizational development, social science, business administration, international development or an advanced degree in a relevant field;
- Work experience of not less than 3 years in Humanitarian organization management and development sector;
- Demonstrated experience in organization management and human resource capacity building;
- Ability to conduct organizational capacity assessments, managing organizational change processes, strategic organizational planning and development;
- Strong experience and understanding of global humanitarian funds trends, donor mapping and networking, resource mobilization and fundraising,
- Ability to conceptualize, formulate ideas, design and write funds winning proposals for local non-profit organizations;
- Have had experience in mobilizing resources and managing organization in African conflict affected zones;
- Strong verbal and written communication skills;
- Demonstrated leadership, versatility, and integrity;
- South Sudanese or foreign well experienced national;
- Proficiency in either written/spoken English and/or French / Arabic.

“POSITION IS FOR SOUTH SUDANESE AND OTHER NATIONALITIES”

INTERESTED QUALIFIED APPLICANTS



Send the followings in an envelope to HDC office at Rock city next to Toyota Service Centre in Juba or send to info@hdcafrica.org before 5 PM on Sunday 31st July, 2022.

- 1) **Cover Letter/ application letter**
- 2) **Detailed CV**
- 3) **Reference/Recommendation Letters from previous employers**
- 4) **Copies of Education Certificates**
- 5) **Copy of National ID**

NB: Females candidates are highly encouraged to apply for the positions. **BE ADVISED:** *Do not submit original certificates / documents. However, you may be asked prior to the interview process to bring the original documents / certificates with you for verification. Be reminded that the submitted application documents are not refundable.*

- ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED

HDC is an equal opportunity employer and qualified women are encouraged to apply.

