

Role Description

16 June 2022

Executive Director

1 Overview

The Peace Canal team is looking for an extraordinary candidate to serve in the role of Executive Director.

Our team aims to respond to emerging dynamics on the ground, whatever the time of day, weekdays or weekends. We are not a bureaucratic machine to churn through donor funding; we are a community-oriented team that is committed to sustained engagement in the areas we work. Our Executive Director is above all someone who ensures the work on the ground can continue as smoothly as possible.

We have limited capacity in our Management Team, and our new Executive Director will have the skills to support across all areas of Operations, Finance, Security and Team Welfare. This will require patience and dedication.

The initial contract period is until end-March 2023 (the end of the current funding cycle) and it will be part of the Executive Director's role to work with our other Advisors from the Peacebuilding Opportunities Fund (POF) to look for ongoing sources of funding for Peace Canal activities.

We work collaboratively based on our priorities in the field and focus budget where it is most needed. We expect our Executive Director to have a service approach to leadership; not worried about status or big offices or vehicles to move around Juba, but finding all the necessary resources to deliver on the ground, and happy to stay in a tent alongside the team when supporting programs on the ground.

If this is a challenge that appeals to you, then we encourage you to apply. You will be supported in the role by a diverse national and international team, who have all been part of the program for the last two years and more. From our side, we can guarantee that it will be a fulfilling and meaningful adventure to join the Peace Canal team.

2 Areas of focus

Compliance: the Executive Director ensures that the organisation maintains all necessary statutory, fiscal and legal requirements of the association. You will be supported in this by the Operations Manager and the Business Development / Donor Relations Advisor. You will be ultimately accountable for ensuring each of the organisation policies are implemented and for any breaches to these; including, but not limited to the anti-fraud, bribery and corruption policy, safeguarding policy, risk management policy and data protection policy.

External Relations: The Executive Director will take responsibility for representing the organisation externally, in the first instance closely supported by the Advisory team from the Peacebuilding Opportunities Fund.

Business Development: the Executive Director takes a particular role around fundraising, the preparation of funding applications, quality assurance of programming and reports, and relevant monitoring and evaluation processes.

Operational and Security Management: The Executive Director convenes the Management Team meetings, operating on the principle of consensus. They are also responsible for preserving the challenge function programmatically, along with the Peacebuilding Manager and the POF Advisory Team. Together with the Management Team, you will be responsible for oversight of all the processes, ensuring staff security and welfare, as well as the day-to-day human resource issues.

Quality Management: Peace Canal is striving for the highest standards in all aspects of its work. You will need to have an attention to detail in all aspects, and hold yourself and the team to these high standards. This relates to the content of the work and also accountability. Peace Canal is aiming to be on a par in reputation with the top international NGOs operating in South Sudan.

3 Experience and Qualifications

- You must have experience in thinking creatively and outside the box. Everyone says this, but we mean it!
- You must have experience with budget development and management, and a willingness to learn new ways of using technology to support organisational systems.
- You need to be able to write fluently in English, to an international reporting standard.
- You must be willing to support team members with tasks, as needed, not just issuing instructions for others.
- University qualification in a relevant area strongly preferred, and Master's level qualification in a relevant area desirable.
- Years of experience will not be a determining factor, but we expect that to meet all the demands of the role, the successful candidate will likely have more than 10 years of relevant experience.
- Evidence of experience in complexity-based approaches to development is strongly desirable.

4 Location

The role will be Juba based, but you will be expected to visit the ground regularly to support the team. You will be able to work remotely in Juba from any location that is convenient for you. Our main office is in Rumbek, with other field offices in Pieri and soon in Pibor.

5 Terms

Remuneration according to experience. Eight months initial contract, with three months' probation period.

6 Candidates

Women candidates are strongly encouraged to apply. Our program teams on the ground are all from the communities where we work. It is not a requirement for the role of Executive Director that you also are from one of these communities, and indeed we encourage South Sudanese from outside these communities to apply.

7 Applications

To apply, please submit the following documents, *adhering to the length guidelines below*:

- **Curriculum Vitae** (maximum 02 pages) – please ensure to include your full name, contact details and **two references**, including their contact details. You do not need to include reference letters, only their contact details. We will contact them directly, if required.
- **One single covering letter** addressing the following criteria:
 - o Why you are passionate about this opportunity (**maximum** 150 words)
 - o Your relevant working experience (**maximum** 200 words)
 - o Which aspect of the role you expect to be strongest in and why (**maximum** 100 words)
 - o Which aspect of the role you expect to find most challenging and why (**maximum** 100 words)
 - o What is one idea you have for improving the effectiveness of an NGO, based on what you have seen in South Sudan or elsewhere (**maximum** 150 words)

Please submit your application before **Thursday 07 July 2022** at 23h59 to info@peacecanal.org. Applications will only be accepted by email.

For more information regarding Peace Canal, visit www.peacecanal.org

Peace Canal
Lakes (Main Office): Rumbek Airport Hotel, Rumbek, Lakes State
Juba (Coordination Office): #63, Alice Apartments, Juba Town
info@peacecanal.org | www.peacecanal.org