



Job Title	Executive Director
Country	South Sudan
Location of position	Juba with frequent movement to field locations
Position open to	All
Direct supervisor	Board of Directors
Desired start date	ASAP
Open date	18/5/2023
Closing date	16/6/2023

Organizational Background

HRP (Hope Reviving Platform) is a National Non - Governmental Organization established in 2016 as a CBO and registered as a national NGO in 2021 by group of Young South Sudanese activists, who have felt the desire and need to contribute in shaping the future of South Sudan by empowering and building the future, through advocacy, educating , empowering, giving capacity building, Peace building and conflict mitigation , information sharing and conducting networking activities which aims at supporting the different Communities of South Sudan by cultivating in, the different skills and talents of the community members. HRP is a humanitarian organization with its legality in accordance with the National NGO Act 2016 of the Republic of South Sudan. As NNGO, HRP bears a registration **No. 3,506** in the National Ministry of Humanitarian Affairs and Disaster Management Directorate of RRC-Relief and Rehabilitation Commission as a non-political and no profitable NGO.

Likewise the Non-Governmental Organizations and other international humanitarian agencies currently operating in South Sudan have encouraged the formation of community organizations and promised to improve capacity building in order to create participation at community level so as to achieve sustainable result from their activities, to their communities especially to the youth, children and women.

After the July 9th 2016 there emerged rumors about the security situation resulting into the long duration security unrest and negligence where humanitarian activities haven't been implemented in many regions by neither the INGO's nor NGO's and not even the government authorities. The founders of HRP realized the needs of communities and prevailing negligence of the concerned agencies, they decided to establish the organization as means of advocacy for their people whose lives have been deteriorating through factors such social economic hardship.

Purpose

The Executive Director (ED) will have overall strategic and operational responsibility for Hope Revival Platform's (HRP) staff, programs, and execution of its mission. The ED is responsible for overseeing the administration, programs, and implementation of the mission of the



organization. Other key duties include developing strategic partnerships, fundraising, marketing, and communications.

Accountability

The Executive Director is a full-time position that reports directly to the Board of Directors.

Relationships

The Executive Director serves with the Board of Directors to develop and maintain relationships characterized by vision, trust, transparency, education, dignity, cooperation, and openness. These relationships extend to the partners, stakeholders, employees, and contractors of HRP both in South Sudan and abroad.

Primary Duties and Responsibilities

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Foster effective teamwork with the Board and staff
- Act as a spokesperson for the organization and its programs

Operations

- Ensure that the operation of the organization meets the expectations of its beneficiaries, Board, and donors.
- Oversee the efficient and effective day-to-day operation of the organization's operations in South Sudan.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.

Programs

- Oversee the planning, implementation, and evaluation of the organization's programs
- Ensure that the programs offered by the organization contribute to the organization's mission and reflect the priorities of the organization.
- Monitor the day-to-day delivery of the programs of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects.





Finances

- Oversee all financial aspects of the organization, including the development of, and adherence to the annual budget.
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board and donors with comprehensive, regular reports on the revenues and expenditure of the organization
- Work with the Board to secure adequate funding for the operation of the organization via grants, fundraising, and partnerships.

Development/ Fundraising

- Research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the revenue of the organization
- Maintain and expand revenue generating and fundraising activities to support existing program operations and planned expansions, including fundraising campaigns and donor management activities
- Establish good working relationships and collaborative arrangements with funders, donors, potential donors, and other organizations to help achieve the goals of the organization

Communications/ Marketing

- Deepen and refine all aspects of communications—from web presence to external relations
- Maintain, enhance, and implement internal and external communication strategies
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Use external presence and relationships to garner new opportunities

Human Resources

- Responsible for hiring, supervising, and evaluating HRP's staff, including interns and volunteers
- Oversee all management functions, including but not limited to employment contracts, legal issues, and insurance concerns
- Manage and enhance a strong volunteer program to augment the mission of HRP





Qualifications

The candidate must have a passion for the mission of HRP, unquestioned integrity, a strong sense of accountability, and a long-term perspective. The ideal candidate has a track record of exercising good judgment, and has a practical ability to get things done. S/he brings a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives. Essential qualifications also include:

- Prior executive level experience as a successful leader, including a proven track record of growing organizational capacity and programmatic impact.
- A degree in project management, or business administration or management or another related field preferred. Master's degree in the related field will be an added advantage.
- Experience with programmatic issues relevant to HRP, such as emergency care provision and development, access to healthcare, workforce development, capacity building, and public health, GBV and peace building.
- Experience with strategic partners to HRP, like the Ministry of Health, South Sudan NGO Forum, UNFPA and UNMISS.
- Experience building multi-year strategic plans and prioritizing initiatives that lead to measurable results
- Demonstrated success in building relationships with public sector officials (Ministry of Health preferred), private sector partners, funders, NGO partners operating in South Sudan, and other diverse stakeholders to foster broad community support.
- Experience managing projects across multiple different departments and stakeholders
- Experience in fostering an environment of mutual accountability and collaboration, healthy work relationships and partnerships, and inclusivity among organizational staff in order to maintain a positive and collaborative work environment.
- Proven abilities and experience in fiscal oversight and working with the Boards to develop and approve complex budgets
- Excellent written and verbal communication skills

Location

The Executive Director position is based in Juba, there will be in-country travel required plus potential opportunities for international travel.

Compensation

Salary is commensurate with experience and based on HRP scale.





How to Apply

Please submit a cover letter and CV/ Resume to hoperrevivingp@gmail.com and copy info@hoperrevivingp.org or hard copies to HRP head office in Tongping, next to UNIDOR, or call this number +211920303038 or +211929663737 for direction. Please be sure to put title of the position in the subject header of the email.

Applications will be accepted until 11:59pm on 9th of June 2023 Central Africa Time however, due to the urgency of the position, shortlist will be done on daily bases and the position might be filled before the deadline.

