



# COMMUNITY EMPOWERMENT AND DEVELOPMENT ORGANIZATION

Gudele Residential Area, 2<sup>nd</sup> Floor, De Keji Business Complex, Majestic Road, Block 8 - Plot #396, Juba - South Sudan

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## Vacancy Advertisement

<b>Job title/Position</b>	<b>Executive Director</b>
<b>Location</b>	<b>Juba, South Sudan (with periodic travel to project sites)</b>
<b>Department</b>	<b>Programme Management</b>
<b>Reporting to</b>	<b>Chairperson of the Board of Directors (BoD)</b>
<b>Duration of contract</b>	<b>6 months (with 3 month's probation period and possibility of extension subject to satisfactory performance and funds availability)</b>
<b>Expected start date</b>	<b>As soon as practical</b>
<b>Application deadline</b>	<b>November 27<sup>th</sup>, 2019 (Note that applications will be considered on rolling basis)</b>
<b>Number of position</b>	<b>Only 1</b>

The Community Empowerment and Development Organization (CEDO) formed and registered in 2017 as a national Non-Governmental Organization (NNGO) by the Relief and Rehabilitation Commission (RRC) with registration number 1,250 under the laws of the republic of South Sudan. The mission of CEDO is to promote sustainable social economic development, empowering community members to actively participate in productive economic and social ventures that enhances utilization of local resources for sustainable development. The key programme thematic areas are: agriculture innovativeness and food security; education and development; economic empowerment and gender mainstreaming; health and nutrition; WASH, emergency response; and peace-building and community cohesion.

Summary of Job Purpose: The overall purpose of this job purpose is three-fold, namely:

- a) **Strategy and positioning:** To drive forward the strategy that embodies the values, vision, mission and objectives of CEDO and ensure it is being delivered in all thematic programmatic areas of the organization's interventions.
- b) **Programme Impact:** To ensure that CEDO is making significant positive impact for beneficiaries through delivering high quality programmes and ensuring robust processes for programme planning, implementation as well as monitoring, evaluation and learning.
- c) **Resources and Finance Management:** To ensure accountability and transparency in financial management of the organisation resources; as well as ensuring that Value for Money (VfM) considerations are factored-in in all CEDOs operations. Furthermore, it's the



### Specific Responsibilities:

- Build and maintain relationships with new and existing partners & donors as well as the government;
- Advocate within relevant programmatic sectors i.e. within national mechanisms with partners, donors and government;
- Coordinate existing donor proposals and reports;
- Review, develop a resource mobilization strategy and annual plans, sub-grant and contract management system;
- Provide leadership in resource mobilization initiatives;
- Manage development of new projects and fundraising efforts in line overall organizational strategy;
- Contribute to planning future activities and development;
- Oversee communications (website, marketing documents) and enhance CEDO's organizational positioning;
- Ensure timely preparation of programme reports to submission to the Board of Directors; and,
- Any other duties as may be assigned by the Board of Directors.

### Person Profile and Qualifications:

- Desired experience: A minimum of 5 years' experience in advocacy, fundraising and resources mobilization, particularly in the education and WASH sectors.
- Masters Degree in Business Administration, International Education, International Development or related field.
- Strong project management background and expertise.
- Ability to work well with limited supervision and resources.
- High energy, enthusiasm and initiative.
- Excellent partnership development and networking skills.
- Good Public Relations and communication skills.
- Proposal development and competitive bidding skills.
- Understanding and experience of South Sudan (public and private sectors actors as well as working etiquettes, norms and techniques).

This position is open only to South Sudanese nationals. Closing date for receipt of applications is November 15<sup>th</sup>, 2019 by 4:00 PM South Sudan Local Time. Please send your motivational cover letter, updated resume and academic certificates & transcripts to: [cedo@gmail.com](mailto:cedo@gmail.com); with copy to [kepa.dima@yahoo.com](mailto:kepa.dima@yahoo.com) or hand deliver these to the above address. Use subject line "CEDO Executive Director". **Female applicants are particularly encouraged to apply for this position.** Kindly, note that all documents send electronically or otherwise to CEDO are non-refundable and shall remain CEDO's property. CEDO reserves the right to cancel this recruitment processes, at its discretion, if and when deemed appropriate. **Only short-listed applicants will be contacted.**

