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Approved by  
mol 01/09/22



### VACANCY NOTICE #08/26/2022/01

Jemma Nunu Kumba Foundation (JNK-F) is a charitable national NGO and non-profit organization. Established on August 6, 2022, JNK-F works with humanitarian and development partners in South Sudan to advocate for the rights of girls, women, and youth, improve their living standards and strengthen their capacities for effective engagement in leadership and development. JNK-F is currently looking for a highly motivated and committed South Sudanese candidate to fill the position of **Executive Director**.

**Position opening Date:** September 1, 2022  
**Closing Date:** September 20, 2022  
**Starting Date:** ASAP  
**Duty Station:** Juba

#### Roles and Responsibilities

The Executive Director is the highest management level in the Jemma Nunu Kumba Foundation (JNK-F). He or she is responsible for overseeing the administration, programs, and strategic plan of JNK-F. Other key duties include fundraising, project design and management, monitoring and evaluation, country representation, communication, and networking. The Executive Director reports directly to the Board of Directors and supervises all the staff of JNK-F.

1) **Board Governance:** The Executive Director will work with the board of directors to fulfill JNK-F's mission including the following:

- Responsible for leading JNK-F in a manner that supports and guides its mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for the implementation of JNK-F programs that carry out its mission.

2) **Strategic Planning and Execution:** He or she will work with the board and provide guidance including

- Responsible for the development and revision of all the policy documents of JNK-F
- Coordinate and consolidate inputs on project agreements with donors and implementing partners
- Provide support in donor coordination and reporting

3) **Project Design and Management, Monitoring & Evaluation**

- He or she will lead technical teams through the project full cycle, including initiating project and proposal writing, and concept notes and review such proposals to ensure they meet basic requirements and JNK-F policies and strategic plan



- Organize meetings to review the implementation of projects and programs and prepare project reporting documents to the donors
- In conjunction with the M&E staff, assist with proper monitoring and evaluation of all the projects
- Preparation of reports to the donors, BoDs and any other reports that might be needed.
- Monitors the project implementation through the MELP
- Initiate project ideas proving input for development of new proposals

4) **Financial Performance and Viability:** He or she will develop resources sufficient to ensure the financial health of JNK-F including the following:

- Responsible for fundraising and developing other revenues necessary to support JNK-F's mission.
- Responsible for the fiscal integrity of JNK-F, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of JNK-F.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of JNK-F in a positive financial position.
- Responsible for the preparation of operational plan and budgets, and grant reporting to donors

5) **Operations:** He or she oversees and implements appropriate resources to ensure that the operations of JNK-F are appropriate, including the following:

- Responsible for the hiring and retention of competent, and qualified staff.
- Responsible for effective administration of JNK-F operations
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of JNK-F.
- Work with all the support staff to ensure well-coordinated operation support for the implementation of the activities
- Supervise all the staff of JNK-F
- Conduct any other duty as may be assigned by the board of directors.

### **Qualification, Skills, and Experience**

#### **Education:**

- Completion of Secondary education required.
- Bachelor's degree or Master's degree in Business administration, development studies or social science discipline is an asset.

#### **Experience and Skills**

- Transparent and high integrity leadership.
- Two to five years of progressive senior nonprofit management experience. Fresh graduates are also encouraged to apply.
- Experience and skill in working with a Board of Directors.
- High-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Demonstrated ability to oversee and collaborate with staff.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.



- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.

This position is open to South Sudanese nationals only.

**How to apply:** Interested applicants should submit a CV with 3 references (please indicate the telephone contacts and email addresses of the referees) and a copy of your academic and training certificate and hand deliver it to our head office at UAP Equatoria Tower Building, 10<sup>th</sup> floor or email your documents to: [jkleadershipfoundation@gmail.com](mailto:jkleadershipfoundation@gmail.com)

**Note:** Only shortlisted candidates will be contacted for interview. Female candidates are highly encouraged to apply.

