



## Mundri Relief and Development Association (MRDA)

### *Job Advertainment*

<b>POSITION</b>	<b>EXECUTIVE DIRECTOR</b>
<b>POSITION LOCATION</b>	Juba/Mundri, South Sudan
<b>TYPE OF CONTRACT</b>	Full-time
<b>REPORTING TO</b>	Chairman, MRDA Board of Directors
<b>APPLICATION DEADLINE</b>	April 15, 2024



Mundri Relief and Development Association is a registered National NGO and has been operating in South Sudan since 1991. It operates in Western Equatoria State, Terekeka County and East Equatoria State. The sectoral areas of operation include Health, Education, Women Empowerment, and Microfinance.

MRDA's Mission seeks to fully participate in the life and development of the communities in South Sudan through sustainable community development projects and self-reliance. Its Goal is to rebuild the long-broken ties of South Sudanese communities, promote peace, unity, development and inculcate the culture of economic growth among the South Sudanese communities. The organization's focus is on helping the most vulnerable people, women and children, to overcome poverty and attain fullness of life. Inspired by our humanitarian and human right principles, we help women and children of all backgrounds, even in the hard-to-reach areas of the country with basic services.

With over 30 years of experience in humanitarian emergency relief and development projects, Mundri Relief and Development Association is seeking for a suitable candidate to fill the position of Executive Director. The position holder will be based in Juba with 50% of his time traveling to the field to supervise projects.

#### **Job Purpose:**

The position holder will work closely with the Chairman, Board of Directors, and Key project stakeholders in South Sudan to carry out the mission and vision of the organization.

#### **Main duties and responsibilities:**

- Developing and directing the organization's strategies.
- Engage with donors to raise funds to the organization.
- Ensuring that MRDA programs/projects is directly contributing to the sustained well-being of needs of participants/beneficiaries and in fulfillment of their rights within families and communities.
- Representing MRDA in all donor meetings, project partners, other MRDA offices, local Government, Church representatives and non-governmental organizations serving in line with the authority given by the Board
- Develop and maintain clear vision and direction of the organization programs.
- Strategically leading, developing and directing the implementation of all aspects of MRDA as an effective member of the Partnership in line with MRDA humanitarian and development principles to ensure high-quality and high impact in the field
- Engage and collaborate with stakeholders, UNMISS and UN Agencies and government line ministries in implementing organization's programs.
- Ensuring security to the organization's staff and properties in all areas of operations.
- Proven experience in overseeing large government grants, major private donors and/or complex multi-sectorial development and humanitarian programs.
- Experience in country strategy development, risk management and organizational development
- Overseeing proper management of financial resources and assets of the organization.
- Take leadership of monthly staff meetings to monitor progress and make timely and realistic decisions on exceptional circumstances.
- Oversee the preparation of comprehensive budgets to meet donor policies and operational needs.
- Manage day-to-day activities of the organization and advise sector heads accordingly.
- Support program staff in developing and submitting quality reports to each donor in line with their unique guidelines.
- Represent MRDA in relevant coordination meetings with donors and government partners as required at Cluster meetings and technical working groups.
- Ensure MRDA's activities are regularly coordinated with sector actors and stakeholders in each thematic area.
- Responsible for ensuring skillful and qualified personnel are hired for the organization.
- Ensure that regular staff performance reviews are undertaken.



### **Educational Qualification and work experience:**

- Bachelor of Arts Degree in Economics, Business Administration and Management, or Social Sciences.
- Minimum of 3 years' experience in similar position, preferably as an Executive Director, or having worked in a senior management position with an International NGO for a minimum of 5 years.
- Extensive experience in human resource and financial management.
- Knowledge of project proposal writing and project implementation/management.
- Proficient in key computer applications especially MS Office Packages, notably Word, Excel, Power Point; and web conferencing application.

### **Important Key attributes:**

- Resourceful, result-oriented and proactiveness.
- Good knowledge of key donors and funding mechanism and practice in South Sudan.
- Ability to work independently and proactively.
- Accuracy and clarity in communication and analytical skills.
- High ethical, organizational and professional standards.
- Spirit of voluntarism and tolerance and willingness to travel by road and live in places with basic and limited services.

### **How to apply**

Interested applicants should submit their application letter and updated CV with names of three referees and **copies** of their academic and professional documents to the below address during working hours between 8:30 Am- 4:00PM not later than April 15, 2024 to:

MRDA Liaison Office  
Gudelle Block 9, Juba  
Tel: 0924389866  
or Email to:

Mr. Martin Onjerinwa( [onjerinwa@gmail.com](mailto:onjerinwa@gmail.com); copying to:  
[emmanuelmoyaagya@gmail.com](mailto:emmanuelmoyaagya@gmail.com)

