Civic Engagement & Peacebuilding Initiative Consortium (CEPIC Consortium)

"We stand for Peace, Engaging Communities &Transforming Lives"

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ADVERTISEMENT: TERMS OF REFERENCE (TOR)

Recruitment of Board of Directors

Reference No:

CEPIC/BOD/2026/001

Date of Advertisement: 21st **October 2026**
Application Deadline: 30th October 2026

URGENT RECRUITMENT APPLICATIONS REVIEWED ON ROLLING BASIS

Position:	Member, Board of Directors
Number of Vacancies:	**Two (2) Positions**
Nature of Appointment:	**Voluntary (Non-Remunerated)**
Term of Service:	Three (3) years, renewable upon satisfactory performance
Location:	Juba, South Sudan

21 OCT 2026
CEPIC

1. Background

The **Civic Engagement & Peacebuilding Initiative Consortium (CEPIC Consortium)** is a non-profit, non-governmental organization committed to promoting civic engagement, democratic governance, sustainable peacebuilding, and community transformation across South Sudan through Humanitarian, Development and Peacebuilding (HDP) Nexus Approach, climate change & wildlife conservation, Education, Civic and voter education, prevention of election violence, general protection (HLP, GBV & Child protection), Health and peacbuilding. **CEPIC Consortium** works collaboratively with communities, government institutions, development partners, and civil society organizations to foster inclusive participation, strengthen social cohesion, and advance peace and development at all levels of society.

In line with its governance framework and strategic growth objectives, **CEPIC Consortium** is currently seeking to recruit **two (2) new members** to serve on its **Board of Directors**. The Board provides strategic leadership, oversight, and policy guidance to ensure the organization fulfills its mission and vision with integrity, accountability, and impact.

2. Nature of Appointment

Voluntary Service: Board membership is a voluntary position. Members serve in the spirit of public service and commitment to the organization's mission. However, reasonable expenses incurred in the discharge of Board duties (such as travel for Board meetings) may be reimbursed in accordance with the organization's financial policies.

Term of Service: The initial term of service shall be three (3) years, renewable upon satisfactory performance and mutual agreement, in accordance with the CEPIC Consortium Constitution and Bylaws.

3. Purpose of the Recruitment

The recruitment of new Board members is intended to achieve the following objectives:

1) Strengthen the governance capacity and diversity of the Board of Directors.
2) Bring in fresh perspectives, expertise, and networks to advance the organization's strategic priorities.
3) Ensure adequate representation of key competencies required for effective oversight and strategic direction.
4) Enhance the credibility, transparency, and accountability of CEPIC Consortium's governance structures.

4. Key Responsibilities of Board Members

The successful candidates will be expected to perform the following duties:

a) Provide strategic direction and policy guidance to the organization in alignment with its vision, mission, and values.
b) Oversee the implementation of the organization's strategic plan and monitor organizational performance.
c) Approve annual budgets, work plans, and financial statements, and ensure sound financial management and accountability.
d) Ensure compliance with all applicable legal, regulatory, and constitutional requirements.
e) Appraise the performance of the Executive Director (ED) and Senior Management Team (SMT).
f) Serve on Board committees as may be designated from time to time (e.g., Finance and Audit Committee, Programs Committee, Governance and Human Resource Committee, Safeguarding & PSEA&H Committee).
g) Represent the organization at strategic forums, partnerships, and networking events as required.
h) Advocate for the organization's mission and mobilize resources and partnerships in support of its programs.
i) Participate actively in all scheduled Board meetings, extraordinary sessions, and annual general meetings.
j) Uphold and model the highest standards of integrity, ethics, and commitment to the public good.

k) Declare any conflicts of interest and recuse from decisions where such conflicts exist.

l) Contribute to the review and amendment of governance policies and the organization's constitution as needed.

5. Required Qualifications and Competencies

5.1Academic Qualifications

- **A minimum of a Bachelor's degree from a recognized institution in any of the following or related fields:**
    - Peace and Conflict Studies
    - International Relations or Diplomacy
    - Law
    - Public Administration or Public Policy
    - Development Studies
    - Business Administration or Management
    - Social Sciences (Sociology, Political Science,Economics)

- Human Rights or Governance Studies
- Community Development
- A Master's degree or higher in any of the above fields is an added advantage.
- Professional certifications in governance (e.g., Certified Board Member, Corporate Governance) are an added advantage.

5.2 Experience

a) A minimum of five (5) years of progressive professional experience in leadership, management, governance, or development-related work.

b) Demonstrated experience in board membership, advisory roles, or strategic decision-making in reputable organizations (NGOs, private sector, government, or academic institutions).

c) Experience in the civil society sector, particularly in peacebuilding, civic engagement, governance, or community development, is highly desirable.

d) Experience in resource mobilization, fundraising, or partnership development is an advantage.

e) Familiarity with the South Sudan context, including its governance landscape, conflict dynamics, and development challenges, is strongly preferred.

5.3 Core Competencies and Attributes

a) Strategic thinking and visionary leadership.

b) Strong understanding of organizational governance, fiduciary duty, and duty of care.

c) Financial literacy and the ability to interpret financial statements and audit reports.

d) Excellent communication, negotiation, and interpersonal skills.

e) Commitment to the principles of transparency, accountability, and ethical conduct.

f) Ability to work collaboratively in a diverse and multi-disciplinary team.

g) Independence of thought and impartiality in decision-making.

h) Cultural sensitivity and respect for diversity.

i) Commitment to the values and mission of CEPIC Consortium.

j) Willingness to dedicate time and effort to Board responsibilities beyond meeting attendance.

6. Desirable Sectoral Expertise

To ensure a well-rounded Board, CEPIC Consortium particularly welcomes applications from individuals with expertise in one or more of the following areas:

a) **Peacebuilding and Conflict Resolution:** Deep understanding of peace processes, mediation, reconciliation, and transitional justice.

b) **Legal and Regulatory Affairs:** Qualified legal professionals with expertise in nonprofit law, regulatory compliance, and institutional governance.

c) **Finance and Audit:** Professionals with strong backgrounds in accounting, financial management, auditing, or risk management (e.g., CPA, ACCA holders).

d) **Resource Mobilization and Partnerships:** Individuals with proven track records in fundraising, grant management, donor relations, and strategic partnerships.

e) **Human Rights and Civic Engagement:** Practitioners with experience in human rights advocacy, civic education, democratic governance, and citizen participation.

f) **Organizational Development and Management:** Experts in institutional strengthening, human resource management, and organizational transformation.

g) **Gender and Social Inclusion:** Professionals with expertise in gender mainstreaming, youth empowerment, and inclusion of marginalized groups.

h) **Academia and Research:** Scholars or researchers with relevant publications and teaching experience in fields aligned with CEPIC Consortium's mission.

7. Eligibility and Disqualification Criteria

7.1 Eligibility

a) Must be a citizen of South Sudan or a resident with long-standing commitment to the country's development.

b) Must be at least 30 and above years of age at the time of application.

c) Must not have been convicted of any criminal offense involving fraud, corruption, or moral turpitude.

d) Must not be an existing employee of CEPIC Consortium member organization.

e) Must be willing to undergo a due diligence and background check.

7.2 Disqualification

The following persons are disqualified from serving on the Board:

a) Current staff of member organization for CEPIC Consortium.

b) Persons declared bankrupt or with outstanding adverse legal judgments.

c) Persons with undischarged conflicts of interest that could compromise their independence.

d) Persons previously removed from a board or public office on grounds of misconduct, incompetence, or abuse of office.

8. Application Process

8.1 Rolling Basis Recruitment

Important Notice: Given the urgency of this recruitment, **applications will be reviewed on a rolling basis**. Prospective candidates are strongly encouraged to submit their applications as early as possible. Interviews and selection decisions may be made before the stated deadline for

qualified candidates who apply early. The recruitment window remains open until all four positions are filled or until **21stOctober 2026**, whichever comes first.

8.2 Application Requirements

Interested candidates must submit the following:

1. A **cover letter** expressing interest in the Board position, highlighting relevant qualifications, experience, and the specific area of expertise the candidate would bring to the Board.
2. An up-to-date **Curriculum Vitae (CV)** detailing academic qualifications, professional experience, board or governance experience, and at least three (3) professional references with contact details.
3. Certified copies of **academic documents** and professional certificates.
4. A brief **vision statement** (not exceeding one page) on the candidate's vision for CEPIC Consortium and how they intend to contribute to the Board's effectiveness.

8.3 Submission Methods

Applications may be submitted through either of the following channels:

Electronic Submission (Preferred)

Send all application documents as a single PDF attachment to:

info.cepic.ss@gmail.com

Subject Line: "Application for Board of Directors — CEPIC Consortium — [Your Full Name]"

***b* Hard Copy Submission**

Deliver or mail sealed application documents to:

CEPIC Consortium
John Deere, Juba, South Sudan

Mark envelope: "Application for Board of Directors — CEPIC Consortium"

8.4 Contact for Further Communication

For Inquiries & Clarifications

Phone: 0920575755 / 0980575755

Email: info.cepic.ss@gmail.com or **aguto.**cepic@gmail.com

Office: John Deere, Juba, South Sudan

9. Selection Process

The selection of Board members shall be conducted through a fair, transparent, and merit-based process as follows:

1. **Application Review:** All received applications will be reviewed for completeness and eligibility by the Board Recruitment Committee.
2. **Shortlisting:** Qualified candidates will be shortlisted based on their qualifications, experience, and alignment with the Board's current competency needs.
3. **Interviews:** Shortlisted candidates will be invited for an interview (in-person or virtual) with the Recruitment Committee.
4. **Due Diligence:** Background checks and reference verification will be conducted on successful candidates

5. **Appointment:** Successful candidates will be formally appointed to the Board of Directors in accordance with the CEPIC Consortium Constitution and will be inducted through a comprehensive orientation program.

10. Important Notes

I. This is a **voluntary** position. Board members shall not receive a salary or remuneration for their service, but may be reimbursed for pre-approved expenses related to Board duties.

II. CEPIC Consortium is an equal opportunity organization. **Women, youth, persons with disabilities, and persons from underrepresented communities are strongly encouraged to apply.**

III. Only shortlisted candidates will be contacted. If you do not hear from CEPIC Consortium within three (3) weeks after the deadline, please consider your application unsuccessful.

IV. CEPIC Consortium reserves the right to reject any application that is incomplete, contains false information, or does not meet the stated requirements.

V. The decision of the Recruitment Committee is final and not subject to appeal.

VI. Canvassing or attempting to influence the recruitment process will result in automatic disqualification.

VII. All application materials submitted become the property of CEPIC Consortium and will not be returned.

VIII. CEPIC Consortium recruitment process is free and no one is allowed to pay anything to either any staff or affiliated agent.

IX. CEPIC Consortium has zero tolerant to sexual exploitation and Abuse in case of any observed misconduct kindly report to:

11. Deadline

All applications must be received no later than 30st October 2026.

However, as applications are reviewed on a rolling basis, **early submission is strongly recommended**. Positions may be filled before the deadline.

