



Women Initiative for Development Organization WIDO Job Advertisement

Job Title	Executive Director
Job Opening Date	11 th July 2023
Job Closing Date	30 th July 2023
Reporting line	WIDO Board Chairperson
Job Duty Station	Juba with frequent travel to field locations

The application will be reviewed on rolling basis for the urgency of the position

About WIDO

Women Initiative for Development Organization (WIDO) is a registered woman led and rights National Organization in 2017 with aims to build a strong foundation of social change and community development approaches to address the problems of environmental pollution, women, children and girls' entrepreneurial skills through initiation of livelihood and food security activities to improve household income and access to nutritious food, sexual and gender based violence, harmful customs on women and girls, child labor and trafficking, community insecurity and conflicts, poor governance, illiteracy and public health through provision of clean Water, Sanitation and hygiene WASH in South Sudan.

Our vision is a South Sudanese society, "free from the violations of the human rights of women and children".

Our mission is to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity, and secure human rights for women and children and promote peace

Overall Objective of Executive Director Role



Women Initiative for Development Organization WIDO is seeking a self-driven and highly competent Executive Director to lead and influence our organization towards favorable growth, and to design and direct strategies that support and enhance our organizational operations. Duties for the Executive Director will include managing Organization assets, optimizing financial operations, providing leadership to all staff, establishing business goals, ensuring tax compliance, advising board of directors on organizational activities, overseeing and streamlining daily operations, improving staff performance, and executing special business projects. Your exceptional stewardship and strategic planning skills as an Executive Director will aid our organization in promoting our mission and objectives, maintaining positive relationships with internal and external stakeholders, achieving organizational goals, and maintaining sound financial practices.

The ideal candidate must possess a strong entrepreneurial drive, outstanding communication skills, strong leadership qualities, and good planning and organizational skills. The exceptional Executive Director should streamline our organizational operations, effectively and efficiently direct operational budgets,

improve revenue, direct our business strategy, and enhance relations with the media, internal stakeholders, staff, and surrounding communities.

Duties and responsibilities

1. Developing and directing organizational strategy.
2. Drafting organizational policies and philosophies.
3. Engage with donor organization to lobby for funds. This should be in line with WIDO thematic areas.
4. Overseeing day-to-day organizational activities and advice head of other departments accordingly.
5. Conducting performance reviews and appraisals.
6. Preparing comprehensive budgets to meet donor requirements.
7. Reporting on expenditures made by the organization.
8. Engaging with community groups and other stakeholders such as government concerns departments of WIDO thematic areas, UNMISS and other UN agencies.
9. Represent WIDO externally and internally and where possible delegate concern departments to attend clusters meetings respectively.
10. Coaching department heads.
11. Overseeing financial accounts.
12. Act as security focal point of the organization and hence he/she is advice to liaise with UNDSS on the security related matters and keep staffs at breast on day to day security information for safety. This includes safety of the assets of WIDO.
13. And any other task BoD chairperson can assign Executive Director

<p>Education:</p>	<ul style="list-style-type: none"> • Master's in business administration or equivalent. • Bachelor Degree applicants with work experiences of at least 2-3 years can apply. • Must have work with National and International organizations in senior or similar position
<p>Knowledge / skills:</p> 	<ul style="list-style-type: none"> • Project management experience. • Highly ethical behavior. • Public relations and marketing knowledge. • Exceptional interpersonal skills. • Detailed understanding of humanitarian principles and practices • Proven ability to manage a portfolio of projects with experience in financial management, understanding of logistics and procurement procedures and human resource management. • Knowledge of stakeholder engagement; • A high level of written and verbal communication, including an ability to write clear and concise reports; and, • Sound knowledge of design and delivery of higher humanitarian and developmental programmes with more emphasizes on conflict/gender sensitivity.
<p>Personal characteristics:</p> 	<ul style="list-style-type: none"> • Excellent interpersonal and intercultural skills and ability to interact professionally with donors, stakeholders and staff at all levels of the organisation; • Skilled at multitasking and prioritising, working independently with minimal supervision, leading and designing projects autonomously;

	<ul style="list-style-type: none"> • Team player, facilitating open communication in the team and building relationships; • Flexible and adaptable: willing work irregular hours in accordance with the needs of the role; • Initiative taker, makes sound judgment, creates synergy and manages conflict; and, • Open to learning and sharing knowledge.
How to apply:	<p>Applications must be submitted electronically via email to (wido5168@gmail.com CC wanyabraham31@gmail.com) OR hand delivery to WIDO's Head Office in Hai Magateen, Juba. You can submit your hand delivery application to WIDO Rumbek Field Office in Makuriric, Road going to Pentecostal Church Or Bor Field Office in Malual Chaat @CSI compound.</p> <p>Call the following numbers for direction; 0927754444/0922016700.</p> <p>All applications must contain:</p> <ol style="list-style-type: none"> 1. Application letter stating why you are best suited for this role 2. Curriculum Vitae with a list of 3 references 3. Related professional documents

This position is open for **FEMALES** applicants **ONLY**

