



## **JOB ADVERT**



*HelpEducation South Sudan* (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (**Reg. #696**) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Aweril, Yirol East, and Rumbek) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

**Position Title: Deputy Executive Director**

**Location: Juba, South Sudan**

**Number of post: One {1}**

**Duration of Contract: 5 months {with possibility of an extension}**

**Desirable Start Date: ASAP**

### **PURPOSE:**

HESS is seeking for an experienced, high integrity, and dedicated Deputy Executive Director who will be responsible for providing strategic vision and directions as well as overseeing the operational and programme implementation of the organization. The Deputy Executive Director will also be in charge with Programming, fundraising, leadership and governance, partnerships and networking, and team management among others. The position reports directly to the Executive Director.

### **ROLE AND RESPONSIBILITIES:**

**A) Ensure alignment of strategy, policy, planning and management of the organization, including the implementation of the work plan in accordance with HESS Centre's vision and mission**

1. Review the strategic planning and management of the HESS and identify gaps, linkages and improvements to be made in the development, implementation and review of the HESS Centre's long-term and annual work plans.
2. Recommend alignment of strategies, policies and management processes as well as internal coordination within the organization, and provide support to the Executive Director for necessary improvements.
3. Identify and support the development necessary policies, strategies and activities to ensure full implementation of HESS work plans and realization of the HESS vision and mission.



**B) Monitor the overall performance management, quality assurance and change management across the organization and provide regular inputs and recommendations to ensure its effective implementation and continuous improvement, including ensuring the compliance towards standards, systems and procedures adopted by HESS.**

1. Identify linkages and gaps in HESS organizational processes, and apply good practices in quality management system to streamline the processes and ensure effective implementation and coordination across the organization.
2. Develop, institutionalize and systemize a compliance management system to monitor the effectiveness of HESS policies, procedures, guidelines and ensure quality and timelines of products and processes of HESS.
3. Institutionalize and systemize an effective mechanism to monitor and evaluate the HESS long-term and annual work plans as well as programmers & projects.
4. Monitor, institutionalize and systemize the knowledge and change management system of the HESS, and identify and develop necessary mechanisms and policies to monitor and institutionalize the change.

**C) Ensure effective collaboration and strategic partnership for resource mobilization with relevant partners in the area of strategic planning, program development and management, funding and partnership arrangements, as well as communications with partners.**

1. Develop and systemize a mechanism to synchronize programmed & projects with HESS work plans.
2. Identify gaps and develop necessary mechanisms and policies for program development and management, funding and partnership arrangements, and communications and relationship management with partners, to ensure the realization of HESS resource mobilization goals.
3. Help monitor and identify challenges, trends and issues at the global and regional levels that may impact on or be the interest of HESS.
4. Support the Executive Director in the development of necessary strategies and policy initiatives to address identified challenges and needs.

**E) Assist the Executive Director in his/her role as the Secretary to the Governing Board of HESS in the preparation, documentation and following up of recommendations and actions as the result of the meetings**

1. Coordinate the development of the agendas, issues to be raised, progress reports, presentations and other relevant documents and positions of HESS, and overall preparation and organization of the meeting.
2. Coordinate the preparation and documentation of meeting reports.
3. Follow-up recommendations, decisions and actions as the result of the meetings, and coordinate with Heads of Divisions to ensure compliance and implementation.
4. Coordinate the development of annual reports of HESS, including compilation of inputs from the Divisions.
5. Ensure quality and timely delivery of the documents, publications and reports to the Governing Board of HESS.

**F) Support the Executive Director in the planning and quality assurance of publications and other communications products**





1. Support the Executive Director in the quality assurance of all HESS publications and other communications products, in terms of the content, design and distribution plans.
2. Strengthen multi-stakeholders' communications and brand awareness of HESS.

**G) Comply with the HESS Rules and Regulations, and Finance and Administration Procedures.**

1. Conduct his/herself according to HESS vision, mission, values and code of conduct.
2. Adhere to all the necessary aspects of corporate affairs within the organization, such as administration, human resources, legal, finance, program development and management, communications, M&E, and contribute to emergency operations as required.

**H) Provide other strategic support and perform other duties as assigned by the Executive Director**

1. Provide strategic support and recommendations to the Executive Director on actions that require his/her direction.
2. Perform other relevant duties as assigned by HESS' Executive Director.

**PROFESSIONAL QUALIFICATIONS:**

- Bachelor's degree in Education, social science, political science. Master's degree preferred.
- Five or more experience working on Education programs and projects or working in a senior management capacity position in a not- government organization setting.
- Transparent, strategic and high integrity leadership. Ability to envision and convey the organization's strategic future and mission to the staff, board, donors, partners and networks.
- Experience working with a Board of Directors or membership type of organization.
- Experience working with different stakeholders such as CSO organizations, line ministries, NNGO, INNGO, networks, UN Agencies, academics experts and Donors.
- Strong gender mainstreaming and human rights-based programming knowledge and skills.
- Strong experience in fundraising and donor grant management. Excellent donor relations skills and understanding of the funding community.
- Solid management and organizational abilities, including strategic planning, program development, financial management, M&E and operations.
- Strong written and oral communication skills. Excellent presentation and negotiation skills.
- Experience working in a multicultural setting and can handle demanding work situations.
- Excellent people skills and ability to motivate staff and team members.

Deadline for submission of applications is 14<sup>th</sup> July, 2021. Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in **Mingman-Awerial at Humanitarian HUB, Rumbek Field Office at WTI Compound** and **Juba Office** at Yaro Plaza, 3<sup>rd</sup> Floor, Hai Cinema, while the soft copies to be sent to:

[ed.helpeducationssd@gmail.com](mailto:ed.helpeducationssd@gmail.com), cc [nhial.helpeducationssd@gmail.com](mailto:nhial.helpeducationssd@gmail.com)

**NOTE:**

- Female candidates are strongly encouraged to apply.
- Due to the urgency in filling the position, application may be review on rolling bases and process before the deadline.

