50. H-3
M.O.L
Approved
11 MAY 2026
11/5/2026

VACANCY ANNOUNCEMENT: EXECUTIVE DIRECTOR (ED)

About the Organization

Founded in 2017, the Community Initiative Development Association (CIDA) is a women-led South Sudanese NGO working to improve living standards and strengthen community resilience through integrated humanitarian, development, and peacebuilding programmes. CIDA's mandate aligns with humanitarian-development-peace nexus (HDPN) programming, with interventions contributing to:

- Community resilience and livelihoods
- Protection, gender, and child protection
- Peacebuilding, social cohesion, and governance
- Health, nutrition, education, and WASH

CIDA applies community-based and participatory approaches, prioritising local ownership, inclusion, and sustainability.

Vision and Mission

Vision: An inclusive, peaceful, socially just, and economically empowered society.
Mission: To strengthen the capacity of marginalised and vulnerable communities to address the root causes of poverty and vulnerability through sustainable, rights-based, and environmentally responsible development.

Core values: Accountability & transparency, Integrity, Social Justice, Equality, Responsibility.

Position Summary

CIDA is seeking a highly competent and principled a female **Executive Director (ED)** to provide strategic leadership and overall management of the organization, ensuring strong governance, high-quality programmes, responsible stewardship of resources, and effective representation with communities, authorities, networks and donors. CIDA's governance structure includes a Board of Directors providing oversight, while the Executive Director leads day-to-day operations in alignment with mission and organizational objectives.

Duty Station

Primary duty station: **Juba Country Office**, with regular travel to CIDA operational areas and liaison locations as required.

Plot No.49, 3rd Class
Munuki Block A11 Bilpam Road
Juba , South Sudan
+211 920 311 565 / +211 923 736 000
cidasouthsudan@gmail.com

Key Responsibilities

1) Strategic Leadership & Governance

- Lead development and implementation of CIDA's organisational strategy and annual plans, ensuring alignment with mission, vision and values.
- Support the Board in strategic decision-making and ensure day-to-day operations align with agreed strategic direction and ethical/legal standards.
- Promote organisational effectiveness, accountability, transparency, and a strong results culture consistent with CIDA's core values.

2) Programme Leadership & Quality Assurance

- Provide overall leadership to ensure programmes are well-designed, conflict-sensitive, inclusive, and responsive across CIDA thematic areas (e.g. Protection/GBV, WASH, Health, FSL, Education, Peacebuilding, and Governance).
- Strengthen programme quality systems, ensuring proper planning, delivery, learning, and evidence-based improvements. (CIDA's programming emphasises community structures for lasting impact.)
- Ensure meaningful stakeholder engagement with primary stakeholders (women, children, youth and men) and community leadership/government institutions.

3) Resource Mobilisation & Partnerships

- Build and maintain strategic partnerships with donors, UN agencies, government institutions, networks and peer organisations. (CIDA has worked with partners/donors including UNDP, UNMISS, UNESCO, FAO, CARE, GIZ, Search for Common Ground, US Embassy and others.)
- Oversee proposal development, donor engagement, and relationship management to support sustainable growth and diversified funding.
- Represent CIDA externally, strengthening its profile and credibility with stakeholders and coordination platforms.

4) Financial Stewardship, Compliance & Risk Management

- Provide oversight to ensure robust financial management, transparency and accountability in line with CIDA systems and donor requirements.
- Ensure compliance with internal controls and sound financial processes guided by the Financial Policy Manual and annual audits.
- Champion organisational compliance expectations, including anti-corruption, code of conduct, child safeguarding, conflict of interest and PSEA

5) People Leadership & Organisational Development

- Lead and mentor senior management and staff teams, ensuring effective structures, performance management, staff wellbeing and professionalism.
- Strengthen systems and staffing across programme and operations functions (finance, HR, procurement/logistics, M&E, project delivery).
- Foster a positive and inclusive organisational culture consistent with CIDA values and women-led identity.

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Required Qualifications & Experience (Minimum)

Education

- Advanced university degree in Development Studies, Social Sciences, Management, International Development, Public Administration or related field (or equivalent professional experience).

Experience

- Demonstrated senior leadership experience in an NGO/CSO environment, with responsibility for organisational management and strategic leadership.
- Proven experience in managing integrated humanitarian/development programming across multiple sectors (e.g., Protection/GBV, Health, WASH, FSL, Education, Peacebuilding, Governance).
- Strong track record in donor relations, partnership building, and resource mobilisation.
- Strong financial oversight experience, including grant compliance, budgeting, audits, and internal control systems.

Skills & Competencies

- Strategic thinking and decision-making; ability to lead organisational growth and change.
- Excellent leadership, team management, coaching and communication skills.
- High integrity and demonstrated commitment to accountability and transparency.
- Strong stakeholder management and representation skills (communities, local authorities, networks, donors).
- Strong commitment to safeguarding and ethical conduct (including Code of Conduct, anti-corruption, child safeguarding, conflict of interest, and PSEA).

Safeguarding & Ethics Statement

CIDA expects the Executive Director to uphold the highest ethical standards and comply with organisational policies and commitments, including safeguarding and anti-corruption requirements

How to Apply

Interested and qualified female candidates (national/non-national) should submit:

1. **Cover letter**
2. **Updated CV**
3. **Copies of academic and professional certificates**
4. **Copy of National ID/Passport**
5. Names and contacts of **three referees**

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Submission email(s):

- Send applications to info@cidasouthsudan.org
- Office location: Plot # 49, 3rd Class Munuki Block A.III Bilpham Road, Juba, South Sudan.

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Submission email(s):

- Send applications to info@cidasouthsudan.org
- Office location: Plot # 49, 3rd Class Munuki Block A.III Bilpham Road, Juba, South Sudan.

Application Deadline

Closing date: 1st June 2026 (any application received after the deadline will be not considered.
Start date: 08th June 2026

Equal Opportunity

CIDA is a women-led organization and welcomes applications from **qualified women (Only)** who share CIDA's mission, values and commitment to serving vulnerable communities. The application will be reviewed on-rolling basis.

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VACANCY ANNOUNCEMENT

HEAD OF PROGRAMMES

Job Opening date: 8th May 2026.

1. About the Organisation

Community Initiative Development Association (CIDA) is a **women-led national non-profit organization** registered under the NGO Act 2016 with the Relief and Rehabilitation Commission (RRC No. 594) in South Sudan. Established in **2017**, CIDA implements integrated humanitarian and development programmes across **food security and livelihoods, gender and protection, education, WASH, health, peacebuilding, and governance**, with a strong focus on **community-based and locally led approaches**.

2. Position Summary

The **Head of Programmes** will provide strategic leadership and oversight of all CIDA programmes, ensuring high-quality design, implementation, and monitoring of projects.

The role is responsible for strengthening programme quality, ensuring compliance with donor requirements, and enhancing impact across CIDA's humanitarian and development portfolio.

3. Duty Station

Juba, South Sudan (with frequent travel to field locations).

4. Reporting Line

- Reports to: **Executive Director**
- Supervises: Project Managers, Project Officers, MEAL Staff, and Technical Leads

5. Key Responsibilities

A. Programme Leadership & Strategic Management

- Provide overall leadership and direction for programme development and implementation.
- Lead the design of high-quality, evidence-based programmes aligned with CIDA's strategic priorities.

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- Promote adaptive management and continuous improvement of programme quality.

C. Proposal Development & Resource Mobilisation

- Lead or contribute to development of concept notes, proposals, and donor submissions.
- Ensure strong technical input, logical frameworks, and results-based approaches.
- Support identification of funding opportunities and partnerships.

D. Monitoring, Evaluation, Accountability and Learning (MEAL)

- Strengthen MEAL systems across all programmes.
- Ensure use of data for decision-making and programme adaptation.
- Oversee documentation of lessons learned, best practices, and impact stories.

E. Donor Compliance & Reporting

- Ensure programmes comply with donor regulations and grant agreements.
- Oversee timely submission of narrative reports.
- Maintain strong coordination with donors, partners, and stakeholders.

F. Team Leadership & Capacity Building

- Provide supervision, mentorship, and performance management of programme staff.
- Strengthen staff capacity in programme design, implementation, and reporting.
- Promote teamwork, accountability, and a results-oriented culture.

6. Required Qualifications & Experience

Education

- Master's degree in **Development Studies, Project Management, Social Sciences, or related field** (Bachelor's with extensive experience may be considered).

Professional Experience

- Minimum **7–10 years of experience** in programme management within NGOs or international development organisations.
- Proven experience managing **multi-sectoral humanitarian and development programmes.**
- Strong experience in **proposal development and donor engagement**.
- Experience working with donors such as **UN agencies, bilateral donors, and INGOs**.

Skills & Competencies

- Strong leadership and strategic planning skills.
- Excellent programme design and results-based management skills.
- Strong knowledge of MEAL frameworks.
- Excellent communication, coordination, and stakeholder engagement skills.
- High level of integrity and accountability.

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Skills & Competencies

- Strong leadership and strategic planning skills.
- Excellent programme design and results-based management skills.
- Strong knowledge of MEAL frameworks.
- Excellent communication, coordination, and stakeholder engagement skills.
- High level of integrity and accountability.

7. Safeguarding & Ethics

CIDA is committed to safeguarding and expects all staff to uphold high standards of integrity, accountability, and protection of beneficiaries.

8. Application Process

Interested candidates should submit:

- Cover letter
- Updated CV
- Copies of academic and professional certificates
- Contact details of **three referees**
- **The position applies for both national and non-national qualified applicants**
- **Applications are reviewed on rolling basis.**

Email applications to: info@cidasouthsudan.org

9. Application Deadline

Applications deadline is by Monday 1ST June 2026 at the close of business (cob) 5:00 pm South Sudan local time. Any application received after the deadline will not be considered.

10. Equal Opportunity

CIDA is a **women-led organization** and strongly encourages **qualified women and candidates from diverse backgrounds** to apply.

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VACANCY ANNOUNCEMENT

FINANCE MANAGER (1)

Job Opening on: 8th May, 2026
Closing on: 1st June 2026

1. About the Organisation

Community Initiative Development Association (CIDA) is a women-led national non-profit organisation, legally registered under the NGO Act 2016 with the Relief and Rehabilitation Commission (RRC No. 594) in South Sudan. Established in 2017, CIDA implements integrated humanitarian and development programmes across Food Security & Livelihoods, Gender and Protection, Education, WASH, Health, Peacebuilding and Governance, targeting vulnerable and marginalised communities.

Vision and Mission

Vision: An inclusive, peaceful, socially just, and economically empowered society.
Mission: To strengthen the capacity of marginalised and vulnerable communities to address the root causes of poverty and vulnerability through sustainable, rights-based, and environmentally responsible development.
Core values: Accountability & transparency, Integrity, Social Justice, Equality, Responsibility.

CIDA operates a robust financial management system guided by a Financial Policy Manual (FPM) aligned with Generally Acceptable Accounting Principles (GAAP), with annual internal and external audits, and uses tools such as QuickBooks and spreadsheets for financial tracking.

2. Position Summary

The **Finance Manager** will be responsible for the overall financial management, reporting, compliance, and internal control systems of CIDA. The role ensures efficient, transparent, and accountable utilisation of financial resources in compliance with organisational policies and donor requirements.
The position is critical for maintaining strong fiduciary oversight across CIDA's humanitarian and development programmes.

3. Duty Station

Juba, South Sudan (with travel to field locations as required).

4. Reporting Line

- Reports to: **Executive Director**

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5. Key Responsibilities

A. Financial Management & Accounting

- Lead preparation, implementation and monitoring of organisational and project budgets.
- Ensure accurate recording of financial transactions using approved accounting systems (e.g., QuickBooks).
- Maintain proper financial documentation in line with the Financial Policy Manual. Manage cash flow, bank accounts, and financial transactions across projects.

B. Financial Reporting & Compliance

- Prepare timely and accurate financial reports for management, Board, and donors.
- Ensure compliance with donor regulations, grant agreements, and reporting requirements.
- Support preparation for audits and coordinate internal and external audit processes (as required by CIDA systems).
- Ensure project accounts are maintained separately as per organisational policy for large grants.

C. Internal Controls & Risk Management

- Strengthen and enforce internal control systems to ensure accountability and transparency.
- Monitor compliance with financial procedures and identify potential financial risks.
- Ensure adherence to anti-corruption, safeguarding and accountability standards.

D. Budgeting & Grants Management

- Provide financial input in proposal development and budget design.
- Track project expenditures against approved budgets and advise programme teams accordingly.
- Ensure appropriate cost allocation and financial planning across projects.

E. Team Leadership & Capacity Building

- Supervise finance staff (Finance Officers/Assistants) and ensure performance management.
- Provide financial training to programme and field teams on budget management and compliance.
- Promote a culture of accountability, integrity, and transparency in financial management.

6. Required Qualifications & Experience

Education

- Bachelor's degree in **Accounting, Finance, Business Administration, or related field** (Master's degree is an added advantage).

Professional Experience

- Minimum **5–7 years of relevant experience** in financial management within NGOs or development organisations.
- Proven experience managing donor-funded projects and financial reporting.

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Professional Experience

- Minimum **5–7 years of relevant experience** in financial management within NGOs or development organisations.
- Proven experience managing donor-funded projects and financial reporting.
- Experience working with accounting systems (e.g., QuickBooks).
- Demonstrated experience in audit processes and compliance with donor requirements.

Skills & Competencies

- Strong financial analysis, budgeting, and reporting skills.
- High level of integrity and accountability (aligned with CIDA values of transparency and responsibility).
- Ability to manage multiple projects and deadlines effectively.
- Strong leadership and team management skills.
- Excellent communication and stakeholder coordination skills.

7. Safeguarding & Ethics

CIDA maintains strong ethical standards and expects all staff to comply with financial accountability, anti-corruption principles, and organisational policies.

8. Application Process

Interested candidates should submit:

- Cover letter
- Updated CV
- Copies of academic and professional certificates
- Contact details of **three referees**

Send applications to: info@cidasouthsudan.org

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10. Equal Opportunity

CIDA is a **women-led organisation** and encourages applications from **qualified women and men**.

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