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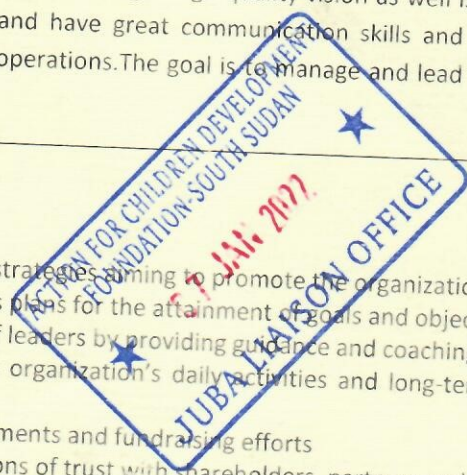
# ACTION FOR CHILDREN DEVELOPMENT FOUNDATION SOUTH SUDAN

External Job Advertisement

<b>Position</b>	<b>Executive Director ( 1Post)</b>
<b>Location</b>	Juba
<b>Contract period</b>	12
<b>Reporting to</b>	Board Chairperson
<b>Status</b>	Relocatable
<b>Starting</b>	ASAP
<b>Organization background</b>	Action for Children Development Foundation- South Sudan (ACDF-SS) is a National and non-profit NGO duly registered and operating in South Sudan since 2005. ACDF works with communities to provide timely, holistic, and sustainable lifesaving humanitarian and development services amongst the most vulnerable communities in South Sudan in the thematic areas of Child Rights Governance, Child Protection, Education, Food Security & Livelihoods and peace building and Vocational Training (TVET) ACDF have field offices; Rumbek, Bor, Juba and Northern Bahr El Ghazal-Aweil
<b>Job Summary</b>	We are looking for an experienced Executive Director to oversee all operations, functions and activities. The ED will be the face of the organization, responsible for giving the proper strategic direction and implementing a high-quality vision as well as an influential manager with ability to lead and motivate and have great communication skills and take a holistic approach in managing the organization's operations. The goal is to manage and lead the organization towards the realization of its mission..

## Responsibilities/Duties:

- ◆ Develop and implement strategies aiming to promote the organization's mission and "voice"
- ◆ Create complete business plans for the attainment of goals and objectives set by the board of directors
- ◆ Build an effective team of leaders by providing guidance and coaching to subordinate managers
- ◆ Ensure adherence of the organization's daily activities and long-term plans to established policies and legal guidelines
- ◆ Direct and oversee investments and fundraising efforts
- ◆ Forge and maintain relations of trust with shareholders, partners and external authorities
- ◆ Act as the public speaker and public relations representative of the organization in ways that strengthen its profile
- ◆ Review reports by subordinate managers to acquire understanding of the organization's financial and non-financial position. Devise remedial actions for any identified issues and conduct crisis management when necessary
- ◆ Accountable for ensuring that ACDF's programme are delivered in a safe and secure manner.
- ◆ Have overall accountability for security, including development of and ensuring adherence to security procedures, monitoring of the safety situation, analysing and provision of recommendations
- ◆ Together with the Head of Support Services and HR, analyse and develop strategic staffing plans and budgets to secure the right people with the right skills in the right place
- ◆ Provide leadership support to staff and promote best practices in people management
- ◆ Support and take the lead in initiatives related to performance management and staff development.



HEAD OFFICE,

COUNTRY OFFICE  
811 PAM ROAD OPP. BRITIAN

BOR FIELD OFFICE  
South Sudan Hotel, First Floor

RUMBEEK FIELD OFFICE  
Malual-Kodi Residential area



## Requirements Qualification

- ◆ Educated to appropriate degree-level MSc/MA in business administration or (preferably, in International development or another relevant field).
- ◆ Proven experience of grant management, including writing proposals and reporting.
- ◆ Proven project management skills including the preparation of project schedule
- ◆ Proven experience in advocacy at national level or higher.
- ◆ Understanding of Monitoring and Evaluation, and ability to interpret data and tailor to a variety of audience.
- ◆ Excellent financial management and proven experience of planning and managing budgets.
- ◆ Experience in establishing strong networks and collaborative working to achieve impact
- ◆ Prior experience of getting new initiatives off the ground, in working independently and managing a complex workload.
- ◆ Proven experience as executive director or in other managerial position
- ◆ Experience in developing strategies and plans
- ◆ Ability to apply successful fundraising and networking techniques
- ◆ Strong understanding of corporate finance and measures of performance
- ◆ In depth knowledge of corporate governance principles and managerial best practices
- ◆ An analytical mind capable for "out-of-the-box" thinking to solve problems
- ◆ Outstanding organization and leadership abilities
- ◆ Excellent communication (oral and written) and public speaking skills

Before you apply, we suggest you to review the announcement and if you meet the minimum requirements, you can submit supporting Docs, details (CV) and cover letter at your convenience then make sure that you have stated the position you apply for. You can submit non-returnable application and CV by Email: [acdfrecruitment@gmail.com](mailto:acdfrecruitment@gmail.com) in person at ACDF Office Munuki Block A or Bor, Rumbek and Wanyjok.

Only short-listed candidates will be contacted for an interview and in the selection of its staff, ACDF-SS is committed to gender balance and diversity without discrimination on bases of race, sex or religion. For all positions, qualified females are highly encouraged to apply.

**Deadline** for receiving applications is 28<sup>th</sup>- January 2022 by 5:00 PM

NB

Due to the urgency of the need for the candidate in this position, we may review the applications as they come

