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APPROVED



"From inclusion to impact: empowering communities with humanity".

### JOB VACANCY ADVERTISEMENT

|                           |                                 |
|---------------------------|---------------------------------|
| JOB TITLE:                | Executive Director              |
| LOCATION OF THE POSITION: | Juba                            |
| DEPARTMENT:               | Management                      |
| REPORTING TO:             | Chairperson Board of Directors  |
| SUPERVISES:               | Senior Management Team (SMT)    |
| FUNCTIONAL LINK:          | N/A                             |
| NUMBER OF VACANCY:        | 01 (One)                        |
| EXPECTED START DATE:      | 01.10.2025                      |
| CONTRACT TYPE:            | Full time                       |
| SALARY:                   | According to MTA salary.        |
| LEADERSHIP WITHIN MTA:    | Secretary of Board of Directors |
| DATE OF ADVERT:           | 07.08.2025                      |
| APPLICATION DEADLINE:     | 29.08.2025                      |

### ABOUT US.

**Mission Trust Aid (MTA)** is a national, women-led organization dedicated to delivering inclusive, needs-based, and risk-informed quality interventions to disaster-affected communities in South Sudan. Established in 2018, MTA operates with a clear vision and mission: to foster a "dignified, empowered, and inclusive community driving sustainable and equitable development." Our mission, "Community empowerment through inclusive participation of women and youth in socio-economic and cultural development," reflects our commitment to making a tangible impact through collective action.

At the heart of our organization are our core values, which emphasize **Inclusion, Gender Equality, Empowerment, Integrity, Stewardship, Excellence, Resilience, Compassion, Sustainability, and Participation**. These values guide our work and drive us to create meaningful change in the communities we serve.

MTA focuses on several core thematic areas, including Water, Hygiene, and Sanitation (WASH), Health, Education Programs, Nutrition, Protection (addressing Gender-Based Violence, Land and property rights and Child Protection), Women and Youth Empowerment, Environmental Issues, Food Security and Livelihoods (FSL), Emergency Shelter and Non-Food Items (ES/NFI), Resettlement and Camp Setup, Management and Coordination, Governance, and Research and Innovation. Through these initiatives, we strive to empower communities and foster resilience, ensuring that their needs and aspirations are at the forefront of our efforts.



## SUMMARY OF THE ROLE

The Executive Director (ED) serves as the Chief Executive Officer of Mission Trust Aid, providing visionary leadership, strategic direction, and operational oversight to achieve the organization's mission. The ED will work closely with the Board of Directors, staff, and external stakeholders to ensure the organization's sustainability, growth, and impact. This role requires a dynamic leader with a proven track record in nonprofit management, fundraising, advocacy, and program development, particularly in the context of women-led initiatives.

## KEY JOB FUNCTIONS

### 1. Strategic Leadership and Vision

- Develop and implement a clear and actionable strategic plan that aligns with the organization's mission and long-term goals.
- Provide visionary leadership to guide the organization's growth, sustainability, and national influence.
- Foster a culture of innovation, collaboration, diversity and inclusivity within the organization.

### 2. Fundraising and Financial Sustainability

- Lead the development and execution of diverse fundraising strategies, including securing grants, cultivating donor relationships, and building corporate partnerships .
- Oversee the organization's financial health, including budgeting, financial planning, and ensuring compliance with financial regulations.
- Build and maintain relationships with donors and other stakeholders to secure sustainable funding streams.

### 3. Program Development and Oversight

- Oversee the design, implementation, and evaluation of impactful programs that address the needs of women and marginalized communities.
- Ensure programs are innovative, measurable, and aligned with the organization's mission and strategic priorities, as well as national priorities.
- Monitor program outcomes and make data-driven decisions to improve effectiveness.

### 4. Advocacy and Public Engagement

- Act as the primary spokesperson for the organization, representing its mission and values to the public, media, and policymakers .
- Advocate for policies and initiatives that promote gender equity, women's rights, and social justice.
- Build and maintain strategic partnerships with other organizations, coalitions, and stakeholders to amplify the organization's impact.

### 5. Organizational Management





- Provide leadership and support to a diverse team of staff and volunteers, fostering a positive and inclusive work environment.
- Oversee day-to-day operations, ensuring efficiency and alignment with organizational goals.
- Work closely with the Board of Directors to ensure effective governance, including regular communication, reporting, and collaboration.

## **6. Community and Stakeholder Engagement**

- Build strong relationships with community leaders, government officials, and other stakeholders to advance the organization's mission.
- Actively engage with the community to understand their needs and ensure the organization's programs are responsive and relevant.
- Represent the organization at local, national, and international events to enhance its visibility and influence.

## **7. Governance and Accountability**

- Collaborate with the Board of Directors to ensure the organization operates in compliance with its bylaws, policies, and legal requirements.
- Provide regular updates to the Board on organizational performance, challenges, and opportunities.
- Ensure transparency and accountability in all aspects of the organization's operations.

## **8. Commitment to Diversity, Equity, and Inclusion (DEI)**

- Champion DEI principles within the organization and its programs.
- Ensure the organization's policies and practices reflect its commitment to empowering women and marginalized communities.
- Implementation of GEDSI framework GEDSI - Gender Equality, Disability, and Social Inclusion integrated into project design and implementation to ensure that development efforts are equitable and inclusive.

## **Professional Skills**

- Bachelor's degree required; advanced degree strongly preferred in nonprofit management, public administration, social work, gender studies, law, international development, or a related field.
- Minimum of 5+ years of progressive leadership experience in the nonprofit sector, with a proven track record of managing organizations focused on women's rights, gender equity, or social justice initiatives.
- Demonstrated experience in leading national or international advocacy campaigns and influencing policy related to gender equality and women's empowerment.
- Proven success in fundraising and resource mobilization, including securing multi-year grants, cultivating high-value donors, and building corporate partnerships.



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- Experience working with diverse communities and marginalized groups, with a deep understanding of intersectionality and its impact on women's rights.
- Strong background in financial management, including overseeing budgets of \$1M+ and ensuring compliance with nonprofit financial regulations.
- Experience in board governance, including working with and reporting to a Board of Directors.

### Required Skills, Competencies & Attributes

- Proven ability to develop and execute strategic plans and lead organizational growth.
- Demonstrated success in fundraising, including securing major gifts, grants, and corporate sponsorships.
- Strong financial management skills, including budgeting and financial reporting.
- Exceptional communication and public speaking skills, with the ability to inspire and engage diverse audiences
- Experience in advocacy, policy development, and coalition building.
- Commitment to diversity, equity, and inclusion, with a deep understanding of the challenges faced by women and marginalized communities.

### Ethics and Safeguarding

Mission Trust Aid, has zero tolerance towards any act of misconduct and Prevention of Sexual Exploitation and Abuse (PSEA). All recruitment process at MTA will include all candidates' declarations and reference checks focused on misconduct and PSEA.

### EQUAL OPPORTUNITIES

Mission Trust Aid is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, or disability status.

### How to apply

Interested and qualified candidates who meet the above requirements are encouraged to submit their applications, including a cover letter and up to date CV with at least three referees with their telephone and email contacts.

Address your application to: [recruitment@missiontrustaid.org](mailto:recruitment@missiontrustaid.org) and cc [hr@missiontrustaid.org](mailto:hr@missiontrustaid.org); and [bod@missiontrustaid.org](mailto:bod@missiontrustaid.org).

Or hand deliver to our office located at **Plot No.262, Joppa Residential Area, Block IX, Juba, South Sudan.**

Qualified **female** candidates are **STRONGLY** encouraged to apply.

Specify the **position** you are applying as the **subject/title** before **4 PM on 29.08.2025.**





**Attention:**

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Mission Trust Aid will not be held responsible for the loss of such documents. Mission Trust Aid will only receive, consider and accept applications submitted through the stipulated channels above.

**Recruitment Disclaimer:**

Mission Trust Aid **does not** charge any fees at any stage of the recruitment process (application, interview, processing, or training), and we do not engage recruitment agents to represent us.

