




**Amani Orphans and Widows
Welfare Services Inc.**
Building Hopes, Recovery and Resilience

Amani Orphans and Widows Welfare Services Inc. (AOWWS-I)

Open Vacancy Announcement - Ref: AO&W/JO4/01/2024

Job title: Board of Directors	
Location: South Sudan	
Department: Boards	
Scope: The role is voluntary	
Start Date: ASAP	
Duration: 2024/2025 Terms	
Reports to: Board of Directors President	
Role Dimensions: <ul style="list-style-type: none">• Internal: Executive Director, Project team, Finance, and Operations• External: States Level sections, Local and International NGOs and UN Agencies in South Sudan	
Organizational Background: <p>Amani Orphans and Widows Welfare Services Inc. (AOWWS-I) is a female youth lead, registered and incorporated, social development and non-profit national non-Governmental organization (NNGO), initially established in Australia in the year 2018 and incorporated by the Western Australia Associations Incorporation Act 2015 (Section 10) – IARN: A1024146G then registered by the Australian Charities and Not-for-profits Commission – ABN: 99821785872 and later on registered in South Sudan by the Relief and Rehabilitation Commission (RRC) under chapter 3, section 10 of NGOs Act 2016 in the year 2020.</p> <p>We are primarily focused on the holistic well-being and improvement of socio- economic status of the orphans, widows, underprivileged and disadvantaged community women, elderly, disables, children and youth in South Sudan whilst ensuring harmony with – and protection of – nature; these are largely the direct victims of the protracted conflict and emergencies in the country to date, including those resulting from climate change!</p> <p>Over the time the work of Amani has grown to include a focus on access to health, education, nutrition, FSL/Agriculture, protection/GBV and human rights, environmental and community sanitation. We are dedicated to providing a long-term, and consistent programs with focuses on sustainable projects. Our full-circle approach is an ongoing commitment to break the cycle of selfless survival and empower a community of compassion. We are actively working with some of the hardest-hit communities where the rate of poverty is rife, owing to political strain, cattle rustling and child abduction, slow economic development, inter-communal conflict, and extreme weather conditions.</p>	

Head Office: Wadi Be'sor Compound, Jebel Lemon, before crossing Garang Akok bridge, Sherikat, Juba.

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Job Summary:

Amani Orphans and Widows Welfare Services Inc. (AOWWS-Inc) is recruiting additional board members to the current boards while not extending all existing Board members' current terms.

We need people:

- ✓ who are adaptive;
- ✓ with a big picture, strategic perspective;
- ✓ with vision both in terms of conservation and the organization;
- ✓ who will help increase the profile of the organization nationally;
- ✓ who are available now;
- ✓ who can self-fund to participate in meetings; and
- ✓ who have access to resources or networks.

All Board Members are expected to demonstrate the following:

- A demonstrated interest in and commitment to AOWWS-Inc's mission and a willingness to work collaboratively with other board members and staff to achieve the organization's goals

Specific experience and/or knowledge in the following areas:

- Environmental Campaigning,
- Strategic Planning,
- Finance,
- Project management,
- Fundraising,
- Business administration,
- Digital communication and Marketing,
- Research and development,
- Human resources,
- Resource mobilization,
- Nonprofit Law,
- Information & Technology.
- Public Relations,
- Communications, or Organizational Development



Board Effectiveness Resource:

- Representative of a key aspect or segment of the population or membership.
- A willingness to expand knowledge or board responsibilities through orientation and ongoing training
- A willingness to represent AOWWS-Inc and its mission to the public
- A willingness to participate in fundraising activities
- Ability and willingness to attend all Board meetings and the Annual General Meeting, and to serve on committees or working groups in between meetings where one's expertise would add value
- Be informed about the AOWWS-Inc's mission, services, policies, and programs
- Review agenda and supporting materials prior to board and committee meetings
- Make a personal financial contribution to AOWWS-Inc to the best of one's abilities

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- Inform others about the AOWWS-Inc and encourage them to become a member or donor
- Suggest possible nominees to the board who can make significant contributions to the work of the board and AOWWS-Inc.
- Abide by conflict of interest and confidentiality policies
- Follow through on all commitments made to the Board e.g., projects between board meetings

Responsibilities of all Board Members:

- Maintain the continued well-being of the organization
- Help define the AOWWS-Inc vision
- Oversee development of the mission
- Set board policies
- Create an integrated nationwide strategy for achieving the organization's mission
- Set high-level strategic direction (in concert with staff)
- Protect the AOWWS-Inc's image in public
- Oversee the financial health of AOWWS-Inc
- Participate in fundraising
- Promote AOWWS-Inc's brand and identity
- Ensure that programs are meeting the mission of the organization
- Maintain active involvement in organization affairs
- Stay informed about organization issues
- Ensure that donors' intentions are honored
- Respond to members concerns
- Maintain regular contact between Board Members
- Participate in local activities as appropriate
- Seek consensus in decision-making
- Consider service as an Officer of the board



Board Management Responsibilities:

Responsibilities of the President

The President provides leadership to AOWWS-Inc's boards in ensuring that the board meets all its responsibilities.

Specific responsibilities include:

- Appoint, subject to ratification of the board, chairpersons of standing committees and any special committees
- Promote the development of selected volunteers to assume future key leadership roles in the organization, particularly executive positions and committee chairs
- Communicate frequently with, and supervise, the Executive Director, assuring that the internal operations of the organization are conducted effectively and with maximum efficiency toward achieving its stated objectives. Supervision of the Executive Director is done with the consent of the Board and within the scope outlined in the Strategic Plan

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- Oversee the long-term planning and goal-setting process for the organization, and ensure that the committees of the board and staff members work cooperatively so that the planning functions can be accomplished
- Ensure that personnel evaluations take place for board and Executive Director, as well as program evaluations. Ensure that the board regularly reviews progress of the organization
- Guide and promote effective Board processes and communications, and proactively addresses conflicts that arise at the Board level.
- Chair Board meetings and guide development of meeting agendas
- Chair the Executive Committee
- Orient the new President

Minimum Job Requirements for the President:

- Demonstrated commitment to the goals and objectives of and a record of support for AOWWS-Inc.
- Demonstrated leadership that will enhance AOWWS-Inc's image in the general public
- Record of experience as a volunteer leader with responsibility in one or more major functions of AOWWS-Inc.
- Willingness to expand knowledge about board responsibilities and chair responsibilities through on-going training
- Willingness and ability to represent AOWWS-Inc to the public.
- Willing to contribute six to fifteen hours per month as AOWWS-Inc's volunteer leader

Responsibilities of the Vice-President:

- Understand and assist the duties of the President. Undertake such duties in the President's absence.
- Special responsibility for keeping Board Members in touch with the organization between meetings (e.g., oversight of board committees)
- Monitor status/completion on action items arising from Board meeting
- Carry out special assignments as needed
- Serve on the Executive Committee. Chair at least one committee.
- Orient the new Vice-President
- May serve as a position to prepare for a future term as President

Responsibilities of the Board Secretary:

Is responsible for ensuring that AOWWS-Inc is in compliance with all bylaw requirements regarding:

- The annual general meeting
- Notices of regular and special Board meetings
- Prepares, or oversees the preparation of the minutes, reviews them for accuracy, circulates the minutes in a timely fashion (i.e., within 2-3 weeks of a meeting), and ensures they are reviewed and adopted at a subsequent meeting
- Keeps the minutes of all meetings of the Board of Directors in one or more books provided for that purpose;
- Makes available to all members or their representatives such books for inspection at all reasonable times;
- Is the custodian of the records of the AOWWS-Inc



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- Sees that documents on behalf of the AOWWS-Inc are properly executed in accordance with the provisions of the By-laws
- Keeps a register of the mailing address of each Board of Directors
- Is familiar with Board policies and is responsible for ensuring policies are complied with and regularly reviewed and updated
- Sees that all the official papers of the AOWWS-Inc are safe, and if necessary, retains copies of important documents
- Tracks the Board decision-making process to ensure actions are completed
- Tracks Board members' terms, officers' terms, and committee membership, meeting trustees' attendance, and notifies the Governance Committee of expiration dates
- Serves on the Executive Committee
- In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or the Board
- Makes sure that there is a quorum at Board meetings.
- Orients the new Secretary.
- May be in a position to serve a future term as President

Qualities and Skills of the Secretary:

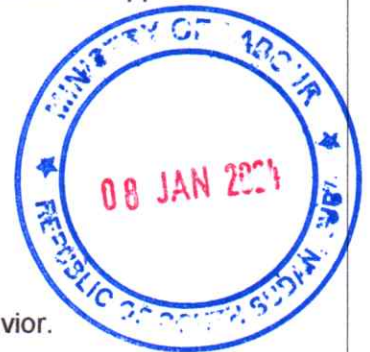
- Well organized
- Attentive
- Familiar with and able to understand constituting documents such as bylaws
- Able to delegate tasks, while ensuring that those tasks (minute circulation, legal filing) are completed properly, and on time

Responsibilities of the Treasurer:

- Monitor and report to the board regularly on the financial integrity of the organization
- Ensure that all financial policies and legal requirements with respect to financial reporting are being followed
- Assures that the annual budget is prepared and that any material deviations be approved
- Serve on the Executive Committee
- Chairs the Finance Committee.
- Orients the new Treasurer
- May be in a position to serve a future term as President

Education and/or Work Experience Requirements:

- Between 25 – 60 years.
- Experience leading a team or an organization (preferably a non-profit).
- Having legal, auditing, or other organizational investigatory expertise.
- Evidence of commitment to integrity or an ability to inspire ethical behavior.
- History of personal and career achievements.
- Access to networks which could potentially be beneficial to AOWWS-Inc.
- 2-5 years of work experience in any humanitarian, governmental, private, and commercial fields:



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Our Working Culture and Environment

We provide a flexible working environment that includes a combination of home and office working opportunities through Amani-SS hybrid working policy. This encourages our staff to have a healthy work-life balance and increases staff motivation, enriches employee wellbeing, and improves performance and productivity.

Diversity, Equality and Inclusion Statement

Amani Orphans and Widows Welfare Services Inc. is committed to equality of opportunity and creating an inclusive environment where diversity is valued. We are keen to reflect the diversity of our society at every level within our organization and therefore welcome applications from talented and committed people from all backgrounds, representing the diverse societies we operate in.

Safeguarding Statement

Amani Orphans and Widows Welfare Services Inc. is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in our safeguarding policy and code of conduct to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

PSEA Statement

Amani Orphans and Widows Welfare Services Inc. has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries and vulnerable adults. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during working hours and outside working hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Application Information & Deadline for Submission:

Apply using a cover letter and an up-to-date CV in English as a single pdf document to board@amani-ss.org indicate the title of the position and reference number in the subject line of your email: Hand delivery application can be delivered to the office address as mentioned below at the bottom of the advert letterhead.

This advert open/closes on 8th to 26th January 2024. Early applications are encouraged. Amani-Inc reserves the right to close this advert early should we receive suitable candidates ahead of the closing date.



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