



Bishop Gassis Relief & Rescue Foundation



So. H. 3
Approval by
S/Inspector General



JOB ADVERT – EXECUTIVE DIRECTOR BISHOP GASSIS RELIEF AND RESCUE FOUNDATION

Job title:	Executive Director
Location:	Juba, with travel to project locations
Reporting to:	Chairman of the Board
Contract duration:	1 year renewable

Background

The Bishop Gassis Relief and Rescue Foundation (BGRRF) has grown out of the pastoral services, humanitarian and development programmes implemented through the Diocese of El Obeid. BGRRF implements programmes in the Nuba Mountains and in Twic / Abyei. Activities include humanitarian programming, health and education provision, water and sanitation provision.

To support the implementation of these programmes, BGRRF is recruiting an Executive Director.

Safeguarding Programme Participants Policy:	BGRRF is committed to protecting people from exploitation and abuse and has specific policies on this commitment which outlines the expected behaviour and responsibility of all staff. The successful candidate will be expected to sign BGRRF Safeguarding Policies and Global Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.
--	---

Purpose	Reporting to the Chair of the Board, the Executive Director will have both internal and external responsibilities, including leading the organisation, strategic development, reporting and accountability. The Executive Director will partner closely with the Chair of the Board to manage the organisation's growth and strategic response to changing needs in target areas.
----------------	---

Duties & Responsibilities

- Strategic Leadership and Management –**
- Lead and manage Bishop Gassis Relief and Rescue Foundation.
 - Proposes, implements and reports on the strategic direction of the BGRRF as well as new organisational strategies and initiatives.
 - Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
 - Develop, maintain and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction.



Operational planning and management

- Ensure that project operation meets the expectations of its beneficiaries, Board and Funders Oversee the efficient and effective day-to-day operation of the organization;
- Draft policies for Board approval and prepare procedures to implement the organizational policies;
- Review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Ensure that personnel and donor files are securely stored and privacy/confidentiality is maintained.

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that programs and services contribute to the organization's mission and reflect Board priorities.
- Monitor delivery of the programs and services of the organization.

Human resources planning and management

- Establish a positive, healthy and safe work environment in accordance with appropriate legislation;
- Implement a performance management process for all staff which includes conducting annual performance review;
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff;
- Discipline staff when necessary; release staff when necessary using appropriate processes.

Financial planning and management

- Ensure that sound financial management, book-keeping and accounting procedures are followed;
- Provide the Board with comprehensive, regular reports on revenues and expenditure;
- Ensure that the organization complies with all legislation covering taxation and withholding payments;
- Work with staff and the Board to prepare a comprehensive budget;
- Oversee the development of fundraising plans, donor proposals etc to increase organisational funding.

Representation & Advocacy

- The ED represents the organisation with all external audiences. The ED takes lead responsibility for the maintenance and development of the organisation's reputation of the organisation's reputation and relationships with donors, regulators, governments, local communities, supplier, and other stakeholders;
- Communicate with stakeholders to keep them informed of the work of the organisation and to identify changes in the community served by the organization;



- Establish good working relationships and collaborative arrangements with community groups, funders, external stakeholders, and other organizations to help achieve the goals of the organization.

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

Person specification

Qualification	<ul style="list-style-type: none"> • Advanced degree, with at least 5 years senior management experience. • Track record of effectively leading a complex organization and personnel in remote locations. • Unwavering commitment to quality programs and data driven program evaluation. • Excellence in organizational management with ability to coach staff, to develop high- performance teams, set and achieve strategic objectives, and manage budgets. • Past success working with a Board of Directors with the ability to cultivate existing board member relationships. • Knowledge of the international humanitarian sector including the major current humanitarian policy issues and trends. • Experience leading or supporting networks and managing diverse relationships.
Experience	<ul style="list-style-type: none"> • Ability to work effectively in collaboration with diverse groups. • Passion, idealism, integrity, positive attitude, mission-driven, and self-directed. • Experience of working with local organisations and understanding of partnership approach. • High standard of written and spoken English a must, fluency in Arabic required.
Skills	<ul style="list-style-type: none"> • In depth knowledge of contractual requirements of donors and grant management. • Excellent budget analysis and budget development skills. • Excellent written, oral and presentational communications skills. • Computer literacy skills in word, excel and internet/email. • A drive to use skills for social impact and a dedication to making the world a better place for the most vulnerable. • Strong program/technical and budget management skills, planning, reporting, monitoring and evaluation skills.
Qualities	<ul style="list-style-type: none"> • Dynamic and willing to take initiative. • A team player but also willing and able to work with minimal supervision. • Capacity to be flexible and adaptable to changing contexts and priorities. • Deep commitment to social justice.



	<ul style="list-style-type: none"> • Ability to work under pressure and to deadlines. • Understanding of, and empathy with, the role of the Catholic Church in development.
Other	<ul style="list-style-type: none"> • Cross cultural communication skills.
Desirable	<ul style="list-style-type: none"> • Experience of working in consortia with other INGOs.
How to apply	
<p>Interested candidates are asked to provide their current CV and cover letter, expressing their motivation for applying and their relevant experience/expertise, present and desired salary, notice period and 3 current references.</p> <p>BGRRF is currently undergoing localization and therefore this position is open to South Sudanese nationals only.</p> <p>The applications are to be submitted at https://imatongemploy.com/job-application-form/</p> <p>Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping. Please contact +211 921 277 383 for directions.</p> <p>Applications should not reach later than 11 February 2025 at 5pm.</p> <p>Applications will be screened on a rolling basis. Please note that due to the anticipated volume of applications, only shortlisted candidates will be contacted. We thank you for your interest in the position.</p> <p>BGRRF is an Equal Opportunity Employer and Female Candidates are encouraged to apply.</p>	

