



## Responsibilities of the Executive Director

1. The Executive Director is responsible for the overall operation, performance and success of Solidarity with South Sudan and for its transition to a sustainable future.
2. Generally, the Executive Director's job objectives involve the management of all staff and system capabilities so as to support the achievement of the organisation's objectives as expressed in the Ends Policies.

### 3. Specific Responsibilities

#### a. Administration

- Promotes the vision and ideals of the organization among the members, staff, and other organizations associated with Solidarity.
- Provides leadership and coordinates with the Associate Executive Director in developing programs and organizational and financial plans and in implementing decisions and policies authorized by the Governing Board.
- Ensures that the organization has a long term strategy to achieve its vision and mission in a timely way, and keeps the Governing Board informed of progress, the condition of the organization, and important factors influencing it.
- Maintains communications and relationships with the Sudan Catholic Bishops' Conference through the bishop liaison, and with each bishop in whose diocese Solidarity projects are carried out and reports regularly to the Board.
- Ensures the efficient and effective running of the organization and compliance with all relevant laws and regulations

#### b. Personnel

- Promotes the vision and mission of Solidarity and facilitates the building of good working relations among Solidarity personnel, volunteers, and the local Church and communities.
- Ensures the effective recruitment, retention and development of staff to fulfill all operational and administrative recruitments.
- Fosters community life among the religious members, following guidelines provided in the Solidarity Personnel Handbook.

#### c. Finance:

- Is responsible for maintaining sound financial practices in the overall organization.
- Ensures sound financial reporting of the overall organization, and supervises and works with the financial officer(s) for understanding the financial implications of the projects.
- Is responsible for putting together the budget for the central administration of the project in South Sudan.
- Maintains regular contact with the chair of the finance committee of the Governing Board, providing information and reports as required.
- Ensures that descriptive and financial reports from the specific projects are prepared and sent to the Fundraising Director and donors in a timely manner.
- Ensures compliance with all regulatory requirements.