DIGNITY FIRST SOMALIA (DFS)

JOB VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTOR

Lead with integrity. Deliver impact. Strengthen communities.

Position	Executive Director
Organization	Dignity First Somalia (DFS)
Duty station	Somalia (location and travel arrangements to be confirmed by DFS)

About Dignity First Somalia

Dignity First Somalia (DFS) is a non-governmental organization working to support vulnerable communities and promote dignity, protection, resilience and access to essential assistance. DFS seeks a principled, strategic and results-oriented Executive Director to provide overall leadership, ensure strong governance and accountability, and guide the organization's programmes, people and resources in line with its mission, approved strategy, policies and applicable laws.

Position purpose

The Executive Director is the organization's senior executive leader and is accountable to the Board of Directors. The postholder will translate the organization's strategy into effective programmes and sustainable operations; maintain constructive relationships with communities, donors, government authorities and partners; and ensure that DFS operates with sound financial management, robust internal controls, effective risk management and high standards of safeguarding.

Key duties and responsibilities

1. Strategic leadership and governance

- Lead the development, implementation and periodic review of DFS's strategic plan, annual work plans and organizational priorities for Board approval.
- Advise and report to the Board on organizational performance, strategic risks, opportunities, financial position and compliance matters.
- Implement Board decisions and maintain clear accountability between the Board's governance role and management's executive responsibilities.
- Promote a culture of integrity, transparency, inclusion, learning and responsible decision-making.

2. Programme quality and delivery

- Oversee programme design, implementation, monitoring, evaluation, accountability and learning to ensure activities respond to community needs and achieve measurable results.
- Ensure projects are delivered on time, within approved budgets, in accordance with donor agreements, technical standards and applicable humanitarian and development principles.
- Strengthen community participation, feedback and complaints mechanisms, and ensure feedback informs programme adaptation.
- Promote coordination with relevant authorities, local organizations, clusters and humanitarian or development partners, as appropriate.
- Ensure programme monitoring, outcome reporting and corrective actions are timely, evidence-based and documented.

3. Financial management and internal controls

- Provide executive oversight of annual budgets, cash-flow planning, financial forecasts, expenditure monitoring and financial sustainability.
- Ensure funds are used only for authorized purposes and in accordance with approved budgets, donor conditions, financial policies and applicable regulations.

- Maintain effective internal controls, segregation of duties, approval limits, procurement controls, asset management and bank reconciliation processes.
- Review management accounts and financial reports, investigate material variances, and ensure timely action on identified control weaknesses.
- Ensure complete and accurate accounting records, supporting documentation, statutory filings and donor financial reports are maintained.
- Oversee external audits and other assurance reviews; ensure findings are addressed through assigned, time-bound corrective action plans.
- Ensure financial authority is exercised within Board-approved delegations and that material commitments or exceptions are escalated for the required approval.

4. Fundraising, donor relations and partnerships

- Lead resource mobilization and income-diversification efforts in line with DFS's strategy, capacity and mission.
- Build and maintain professional relationships with institutional donors, UN agencies, foundations, government counterparts, civil society and implementing partners.
- Oversee the preparation and quality assurance of proposals, budgets, partnership agreements, donor reports and compliance submissions.
- Ensure donor commitments are realistic, properly costed, contractually reviewed and operationally deliverable before acceptance.

5. Human resources and organizational development

- Lead workforce planning, recruitment, performance management, staff development, succession planning and retention in line with approved policies and budgets.
- Ensure staff roles, reporting lines, objectives and delegated responsibilities are clear and documented.
- Promote a respectful, inclusive and safe working environment, with zero tolerance for harassment, exploitation, abuse, discrimination, fraud and retaliation.
- Support managers to address performance issues fairly and consistently, and ensure staff receive appropriate induction, supervision and development.

6. Safeguarding, PSEA and accountability

- Ensure safeguarding, child protection where relevant, prevention of sexual exploitation and abuse (PSEA), anti-harassment and whistleblowing policies are implemented and understood.
- Maintain safe, confidential and accessible reporting channels and ensure allegations are referred, investigated or escalated through appropriate procedures, with due regard for confidentiality and survivor-centred practice.
- Ensure staff, volunteers, consultants, suppliers and partners are appropriately informed of and bound by applicable codes of conduct and safeguarding requirements.
- Promote accountability to affected populations, confidentiality, informed consent, safe referrals and responsible handling of complaints and sensitive information.

7. Risk management, compliance and representation

- Maintain an organization-wide risk register covering programme, financial, procurement, human resources, safeguarding, security, legal, reputational and operational risks.
- Ensure compliance with applicable Somali laws and regulations, registration requirements, tax and employment obligations, donor rules and internal policies.
- Oversee security risk management and duty-of-care arrangements for personnel, visitors, assets and programme operations, in coordination with relevant staff and advisers.
- Represent DFS professionally in external forums, negotiations, coordination meetings and official engagements, within delegated authority.
- Ensure incidents, suspected fraud, conflicts of interest, material losses and significant compliance breaches are reported promptly through established channels.

8. Operations, procurement and asset stewardship

- Ensure procurement is transparent, competitive, value-for-money and consistent with approved thresholds, procedures and donor requirements.
- Maintain appropriate controls over contracts, supplier due diligence, inventory, vehicles, equipment, property, records and information systems.
- Ensure procurement decisions and exceptions are justified, approved at the correct level and supported by complete documentation.
- Drive practical improvements in systems, procedures, business continuity and organizational efficiency.

9. Monitoring, reporting and continuous improvement

- Establish clear organizational performance indicators and review progress against strategic, programme, financial and operational targets.
- Provide the Board with accurate, timely and decision-useful narrative and financial reports.
- Ensure lessons learned, audit recommendations, evaluations and community feedback are translated into documented improvements.
- Encourage innovation and evidence-based decision-making while maintaining appropriate controls and accountability.

Required qualifications and experience

- Master's degree in development studies, public administration, management, humanitarian affairs, social sciences, finance, or a related discipline. A relevant bachelor's degree combined with substantial senior leadership experience may be considered.
- At least 7–10 years of progressively responsible experience in NGO, humanitarian or development work, including significant senior management or executive-level responsibilities.
- Demonstrated experience leading multi-sector programmes, teams, organizational strategy and operational delivery in complex or resource-constrained settings.
- Strong knowledge of financial management, budgeting, internal controls, procurement, risk management, donor compliance and audit follow-up.
- Proven experience in donor engagement, proposal development, partnership management and resource mobilization.
- Demonstrated understanding of safeguarding, PSEA, accountability to affected populations, staff duty of care and ethical leadership.
- Excellent written and verbal communication, negotiation, representation and report-writing skills.
- Fluency in English is required. Somali language proficiency is a strong advantage; other relevant local languages are an asset.
- Ability and willingness to travel within Somalia as required, subject to security conditions and organizational procedures.

Core competencies

Strategic thinking and sound judgement • Integrity and accountability • People-centred leadership • Financial and operational discipline • Programme quality and results orientation • Partnership and relationship management • Risk awareness and problem-solving • Clear communication • Cultural sensitivity and commitment to dignity, impartiality and inclusion.

How to apply

Qualified and interested candidates should submit the following documents:

- An application letter explaining suitability for the role.
- An up-to-date curriculum vitae (CV), including contact details for at least three professional referees.
- Copies of relevant academic and professional qualifications.
- Any other supporting information requested in the final vacancy notice.

Submit applications to: operations@dfssom.org

DIGNITY FIRST SOMALIA (DFS)

Application deadline: 19th November 2026 11.45 PM EAT

Email subject: Application – Executive Director, Dignity First Somalia

Important information

The position is exclusively for Somali national and only shortlisted candidates will be contacted. DFS may conduct reference checks, verification of qualifications and employment history, conflict-of-interest screening and appropriate safeguarding or background checks, in accordance with applicable law and organizational policy. Any offer will be subject to satisfactory checks and the organization's recruitment procedures. The appointment of the Executive Director is subject to approval by the DFS Board of Directors.

Dignity First Somalia is committed to safeguarding and to fair and inclusive recruitment. Candidates must uphold DFS's code of conduct and safeguarding standards. DFS does not tolerate sexual exploitation and abuse, harassment, fraud, corruption or retaliation. Any diversity, equal-opportunity or local hiring statement should be aligned with DFS's approved policies before publication.