



PROGRAM DEVELOPMENT COORDINATOR

NUMBER: CINA/01/2017.A.1/SC

Location :	Juba, South Sudan (25% travel to field)
Application Deadline :	16-03-2017
Type of Contract :	Service Contract/Full-time/Regular
Post Level :	SC-2.A
Reporting to :	Executive Director
Starting Date : (date when the successful candidate is expected to start work)	27-March-2017
Duration of Initial Contract :	3 months

Background

Community in Need Aid (CINA) is a national non-profit, humanitarian and development organization, working in Jonglei, Eastern Lakes and Jubek States of South Sudan since 2011. CINA's mission is to help grass-root communities and vulnerable groups in the society get equal access to basic needs by developing their resilience against the effects of conflict, poverty, illiteracy, diseases and discrimination.

To effectively achieve the programme objectives, CINA South Sudan is seeking for a Program Development Coordinator to join its Senior Management Team at the national head office in Juba with some visits to field locations.

The Scope

The Program Development Coordinator tracks program efforts; coordinate with program and field staff; and identifies, writes, monitors and develops fund raising proposals that are relevant to CINA's Strategic Plan in line with donor's priority and leads new fundraising opportunities. This goes beyond a simple funding relationship and seeks to build and maintain a true partnership arrangement between CINA and the various potential donors, partners and other external stakeholders.

Primary Duties and Responsibilities:

1. Monitors and coordinates all program development efforts at country level:
 - Identifies and analyzes new program opportunities within the country, regularly monitoring opportunities from CINA's primary donors.
 - Creates program development budgets and justifications. Monitors and reports on status of budgets.
 - Coordinates regularly with program staff and other departments engaged in program development in assigned field location. Ensure that tracking database is kept up to date for all ongoing program development in assigned field location.
2. Identifies, leads and supports new traditional and non-traditional program opportunities:
 - Manages proposal process start to finish, ensuring CINA and donor standards and



requirements are met.

- Analyzes opportunities and makes recommendations on potential program strategies.
 - Participates on proposal teams in assigned role, whether leading the proposal team or serving in another role.
 - Identifies needs on the proposal team and defines roles of each team member, ensuring an appropriate level of support.
 - Develops and articulates strategic approaches, partnerships, management/staffing plans, M&E, budgets, and project designs.
 - Develops and defines partnership arrangements as related to specific proposals.
 - Act as national focal and coordination point for multi-country proposals.
 - Ensures all actions are completed at the end of a proposal development process.
3. Builds country-focused relationships with representatives of potential donors (traditional and non-traditional) and strategic partners:
 - Identifies new partners, sub awardees/subcontractors, and/or donors to enhance CINA's capabilities and expand our programming.
 - Stays abreast of funding priorities of CINA's major donors.
 - Supports CINA program and field staff's relationship building with non-traditional donors and partners.
 4. Communicates regularly with program and field staff as well as other departments on ongoing and planned program development efforts, specific support needs and field staff capacity building requirements.
 5. Supervises and supports internal monitoring and evaluation of CINA South Sudan projects and programs, as well as their impact monitoring.
 6. Develops, implements, monitors, reviews and updates Country Strategic plan and its implementation plan.
 7. Facilitates mainstreaming of CINA Programme Standards in CINA projects and programs and builds capacity of concerned staff in better understanding of these standards.
 8. Establishes and maintains a database of all consultants used by the CINA South Sudan to include an evaluation of their performance to guide any future use of their services.
 9. Works with Information Management Department to compile Annual Reports.
 10. Represents CINA at meetings, conferences, and workshops.
 11. Undertakes all other duties and projects as may be assigned from time to time by the Executive Director.



Required Qualifications:

- Master's degree in business management, natural resource management, development studies, or in relevant fields with minimum of 2 years' experience or a Bachelor's degree in relevant discipline and a minimum of 5 years of experience.
- At least 5 years of practical experience as Fundraising Coordinator for a programme or project, 2 years of which should ideally be in South Sudan
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations
- Experience in developing and writing project proposals to aid agencies, foundations
- Successful fundraising experience with large-scale, long-term and potentially multi-country proposals (1-2 million USD at least)
- Experience of working and negotiating with Government and donors at all levels
- Proven track record in successfully implementing field program, program backstopping and/or budgeting desired, preferably in assigned location

Required Skills and Competencies:

- Strategic thinking & Report writing skills
- Proposal development writing skills
- Good organizational skills and self-motivation
- Good coordination and work in virtual teams
- Excellent Presentation, communications, public speaking and negotiation skills
- Interpersonal & influencing skills
- English proficiency
- Adhere to CINA's work philosophy: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: CINA Focus; External Orientation; Deliver quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources

How to Apply:

Please send your application and CV with accompanying documents of credentials addressed to HR Manager, CINA South Sudan with hand delivery to our office located in Munuki Block C, 107 road just before signpost of Upper Nile University and also send a copy electronically to peter777.cina@gmail.com and cc: machuorcina@gmail.com, by March 16, 2017 at 5:00 pm promptly.

Note:

- *Female candidates are strongly encouraged to apply*
- *Only shortlisted candidates will be contacted*
- *CINA's has a Child Protection Policy. All employees are subject to background checks and past crime record checks and they sign and adhere to our Child Protection Policy.*



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