

**SMECOSS**

 **(Small and Medium Entrepreneurship Capacity Building Consult South Sudan)**

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 *administration@smecoss.com*

**Vacancy Announcement**

**Position: – Resource Mobilization Officer**

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| **Organization**  | SMECOSS**,** [www.smecoss.org//jobs](http://www.smecoss.org//jobs) |
| **Position Title** | Resource Mobilization Officer |
| **Position Location** | Juba |
| **Reporting to** | Program Development Manager  |
| **Starting date** | Immediate |
| **Application deadline** | **27th January, 2016 to 15th February, 2016** |

**Context**

**SMECOSS** is a registered Institution, established in 2009 by South Sudanese professionals in entrepreneurship, Microfinance and Community Development. It was registered with the Ministry of Legal Affairs and Constitutional Development in the Government of Southern Sudan. It is also licensed by International Finance Corporation (IFC) to carry out specialized capacity building trainings in South Sudan.

Under the responsibility of the Program Development Manager the Resource Mobilization Officer's key responsibilities will include developing and implementing prospective donor strategies, implementing and supporting the campaign strategy and key resource mobilization activities and will be guided by the following Terms of Reference:

* Assist the Program Development Manager in mobilizing resources from bilateral and multilateral donors, philanthropic foundations, and other sources
* Assist establishing resource mobilization targets; projecting financing gaps for SMECOSS and its projects
* Deliver agreed upon annual fundraising and activity targets
* Build and advance relationships with portfolio of current and prospective donors
* Play integral role supporting overall resource mobilization activities
* Create briefing memos and donor presentations for senior leadership in preparation for donor meetings
* Develop outstanding written materials as well as draft correspondence (outreach letters, follow up notes, etc) for senior leadership and volunteers. SMECOSS has developed substantive campaign cases and promotional materials that the consultant can use and improve
* Assist in streamlining the preparation of concept notes and proposals for donor funding across all SMECOSS project portfolio
* Track all contacts with SMECOSS’s current and prospective donors through a ‘moves management’ system
* Coordinate regular small events to cultivate prospective donors, handling all logistics and tasks associated with the event as necessary
* Conduct prospect research and identification
* Support donor stewardship activities, such as writing a campaign update and ‘good news’ report on stories from the field every other month
* Assist in scheduling and coordination of meetings
* Undertake worldwide travel across South Sudan
* Perform other duties as assigned

**Skills and Qualifications**

* Applicants to this position must have a degree in finance, agricultural economics, financial economics, financial management, law, economics, business administration, international relations, marketing/communications and or grant writing.
* They should also have at least 3 years resource mobilization experience including working in resource mobilization for UN agencies, private foundations or NGOs, or donor-aid programs.
* Experience working in South Sudan and/or in agriculture and rural development is desirable.
* The ideal candidate should have excellent interpersonal and relationship-building skills with the ability to work both with autonomy and with a team in diverse cultural contexts.
* S/he should have outstanding written and oral communication skills in English, with knowledge of Arabic as an added advantage.

**Application Process**

Applications should be address to humanresource@smecoss.org and copy project office@smecoss.org , teamleader@smecoss.org or drop a hard copy to HR and Administrative Officer SMECOSS Juba. The selection committee will review all applications as they are received. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered. **SMECOSS is an equal opportunity employer.**

**This position is for south Sudanese nationals and qualified women are strongly encouraged to apply.**

Each application should include the following:

* Cover letter including the applicant’s suitability for the position and current contact information
* CV, including detailed work experience, education/degrees and other Certificates
* Professional references (minimum of three, with complete contact information)

Application Start **27th January 2016 and Deadline 15th February, 2016**

 We are located at Munuki - Hai Kuwait Bilpam Road opposite Rambo playground.