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12/04/2017



Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

Vacancy: Programs Development Officer
Reports to: Grants Manager
Duty Station: Juba
Start Date: ASAP
Deadline of Application: 26 April, 2017

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REPORTING RELATIONSHIPS

The Officer will report to the Grants Manager and will work closely with the DCD, Program Managers, and the Finance Department.

SUMMARY

The Program Development Officer (PDO) will be responsible for managing a portfolio of grants within an assigned sector/sectors (e.g., WASH, FSL, Nutrition, Health, etc.). The PDO will manage the complete life cycle of grants within his/her assigned portfolio, from proposal development to grants closeout.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Liaison between SP and Governmental/Non-Governmental authorities for collaborative programming on behalf of Samaritan's Purse, including participating in cluster meetings related to the PDO's sector of expertise. Integrate cluster strategies into project design, as appropriate.
2. Document and communicate to Program Managers and relevant members of the Senior Management Team any important information coming out of cluster meetings.
3. Act as primary driver of the proposal development process, working in close collaboration with Program Managers, Area Coordinators, Logistics, the National M&E Manager, and the Grants Manager to inform project design and determine feasibility. Ensure that proposals meet all donor requirements and strategic priorities, as outlined in the donor's guidelines for applications.
4. Work in close conjunction with the National M&E Manager to develop logical frameworks for proposed projects with clear indicators and objectives.
5. Draft budgets for proposals in close collaboration with Field Accountants, Program Managers, Area Coordinators, Logistics, and the Finance Manager. Ensure project budgets are aligned to objectives and log frames.
6. Upon receipt of a new grant award, facilitate agreement negotiation and signature.
7. Review grant agreements upon signature for compliance issues, and create project sheets summarizing relevant rules and regulations.
8. Organize grants opening meetings with Program Managers, Finance, Logistics, and field staff to review donor rules and regulations, work plans, and reporting requirements.
9. Ensure staff managing externally funded programs are trained to implement the program according to the donor agreement. Monitor grant compliance for all departments, conducting periodic spot checks.
10. Acquire and report on gifts in kind (GIK) necessary for the completion of programs within assigned portfolios.
11. Conduct quarterly grant review meetings with Program Managers

12. Create calendar for all reporting requirements. Work with program managers to facilitate the writing and timely submission of all narrative donor reports.
13. Communicate reporting deadlines for donor financial reports to the Finance Department in order to facilitate their timely preparation and submission. Review financial reports against narrative reports to ensure that spending aligns with reported project activities.
14. Act as focal point with donor's in-country offices on grants management issues for ongoing projects
15. Field internal information requests on ongoing projects, as well as external requests as needed
16. Work with the Program Managers to prepare monthly reports on project progress to be submitted to the clusters.
17. Conduct relevant trainings on program development process and grant management at SP bases throughout South Sudan
18. Analyze project implementation schedules and adherence to schedules by managers, liaise with AMs, PDO and DCD on implementation concerns. Prepare corresponding project revisions, modifications and no – cost extensions.
19. Track payments made by donors. Follow up with donors, as necessary, on late payment of installments.
20. Maintain detailed records of all relevant grants documentation in both electronic and hard copy form. Ensure grant documents, such as signed copies of agreements, reports, asset lists, etc. are filed and kept for audit purposes.
21. Conduct grants closeout meetings, in accordance with the grants closeout checklist, at least one month prior to the grant close with program managers, Area Coordinators, Finance, Human Resources, and Logistics to ensure a smooth closeout. Develop a list of action points for closeout and monitor progress towards achieving these goals.
22. Assist the Finance Department in audits of closed grants, as needed.
23. Provide surge capacity and assume additional responsibilities in the event of a natural disaster or crisis.
24. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
25. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.

Qualifications:

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily.

- Strong writing and presentation skills
- Strong budgeting skills
- Experience working for INGOs or the United Nations
- 3 years' experience in grants/contracts management
- Thorough knowledge and understanding of donor requirements especially (USAID, OFDA, GAC, UNHCR, WFP, CHF, etc.)
- Good written and verbal communication skills.
- Ability to coordinate both financial and programmatic functions of grant management
- Strong skills in analytical and strategic thinking
- Proven experience in database development and management.
- Good quantitative and qualitative data analysis skills.
- Highly self-motivated
- Ability to work in an international and multicultural environment.
- Excellent knowledge of computer applications, in particular proficiency required in MS Word, MS Excel and Power Point

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EDUCATION and/or EXPERIENCE

- One year of college-level Biblical studies strongly preferred.
- Bachelor's degree (BA) from four-year College or university; or three to five years' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence within the organization and with donors. Ability to speak effectively before groups of employees or organizations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.



How to apply: Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of national ID card for clear identification to Samaritan's Purse Juba office by **26 April, 2017**. Applications can also be sent through this email: recruitsouthsudan@samaritan.org. **Only South Sudanese applicants will be considered for this position.**

We do appreciate your interest in working with us. However, only short listed candidates will be contacted