



VANCANCY

POSITION: NATIONAL NGO FOCAL POINT

Position Type: National Staff, position open to only South Sudanese nationals

Location: Juba, South Sudan

Work Station: Secretariat Office, Concern Worldwide Compound

Reporting to: NGO Secretariat Director

The South Sudan NGO Secretariat manages the efforts of the NGO Steering Committee as voted representatives of the South Sudan NGO Forum, which currently includes over 116 international member agencies and over 214 national member agencies. The NGO Secretariat exists for the purpose of supporting members to save lives and improve lives. The NGO Forum does this through a number of functions: networking, information sharing, government/donor/UN engagement and engagement on other vital issues regarding humanitarian relief, recovery and development. This position serves both the National and International NGO Forum objectives and priorities. This job is envisaged to be Juba-based 70% of the time and 30% in the fields.

Primary Functions:

Working under the direction of the NGO Secretariat Director, the National NGO Focal Point shall be responsible for key tasks including:

- Playing a key role in assessing national NGO capacity, coordinating the efforts of national NGOs, coordinating and requesting specific capacity development priorities identified by national NGOs.
- Advising the Secretariat Director on issues for advocacy and supporting national NGOs networking including sharing funding opportunities for NGOs and NGO financing best practices.
- Providing technical (Secretariat) support to the National NGO Forum and facilitating the work of the NNGO Forum Steering Committee, including ensuring regular meetings are held and minuted and the NNGO Forum's interests are well articulated represented to relevant stakeholders;
- Supervise, provide direction and oversee the work of the NNGO Information Officer and State Coordination Trainer and any other staff that the Secretariat Director will assign to him or her for line management;
- Carry out any other duty assigned by the Secretariat Director.

Information sharing, Networking and Communication:

1. Oversee information/experience sharing with and among national NGOs on relevant issues including contact lists and management of National NGO Forum and National NGO SC membership and mailing lists.
2. Support the Secretariat Director to ensure that the UN, the Government, donor representatives and other stakeholders to communicate and coordinate with national NGOs in conjunction with the Secretariat Director.
3. Advise Secretariat Director on national NGO representation at high-level fora including to international donors and the Government.
4. Support the Secretariat Director in developing common best practice mechanisms in working with national NGOs.
5. Spearhead initiatives that address coordination, capacity and access to funding needs of NNGO Forum members.
6. Schedule and facilitate NNGO Forum meetings and NNGO Forum Steering Committee meetings, draft agendas, take minutes, invite external speakers and follow up on relevant action items.
7. Create feedback mechanisms, open learning channels, support pilot efforts on knowledge management, and ensure information flow.
8. Manage the NNGO Capacity Development Working Group, including, agenda drafting, minute taking, action point follow up, etc.

NNGO Forum Capacity Development, training and Institutional Support

1. Develop and implement a comprehensive NNGO capacity enhancement work plan and ensure specific trainings are provided to the NGO Forum members.
2. Devise and implement a plan for capacity development of NNGOs with respect to humanitarian proposal writing, budget development/management and reporting.
3. Review NNGO project proposals and provide constructive criticism and advice on how to improve them e.g. ensuring compatibility with donor priorities, standards and budget.
4. Provide advice and training to NNGO representatives on the peer review team and play an advisory role to the overall peer review team on issues related to NNGO project proposals.
5. Develop the capacity of NNGOs with respect to understanding inter-agency needs assessment planning and protocols.
6. Carry out a study/assessment of the opportunities and approaches applicable by NNGOs in South Sudan to achieve institutional sustainability.
7. Implement the NNGO peer support working group framework
8. Facilitate the state coordination enhancement and M&E training

Partnership:

1. Support the Secretariat Director to ensure effective collaboration between NGO Secretariat, the Church and national civil society organisations as appropriate.
2. Ensure NNGO engagement in State and County-level planning and coordination of ensuing activities as appropriate.
3. Support the Secretariat Director with relevant products or information or think pieces that enhance productive relationships between the NGO Forum and key individuals in relevant government ministries, churches, counterpart institutions and NGOs, foreign and National NGO community, UN Missions, Diplomatic Corps, institutional donors, etc.

4. Fulfil an enabling role for NNGOs at state level, to help them access appropriate UN or INGO facilities (e.g. access to internet, meeting space, printing facilities, research material, accommodation etc.).

Concern Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

Requirements:

This is a national staff position and all applicants must be South Sudanese nationals. Additional requirements are:

1. BA/MA or equivalent in Development Studies, Business Administration, International Relations, International Politics, Development Studies, or other related field;
2. At least 5 years of NGO work experience– either international or national – preferably with a special focus on community based programming and/or NGOs support;
3. Experience assessing needs for, and delivering, capacity-building trainings;
4. Solid experience in proposal writing and programme development and delivery;
5. Excellent English language writing and communication skills;
6. Strong public speaking and presentation skills;
7. Familiarity with US and European donors is preferable;
8. Excellent computer skills – (proficiency in MS Office Suite, web-based mailing list management tools);
9. Organised approach with ability to work on several different tasks under pressure;
10. Able to meet deadlines and work independently toward them;
11. Good motivational and team-building skills;

The post holder will have line management responsibilities and if so will need to demonstrate an ability to manage staff effectively.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: **HR Department, NGO Forum South Sudan Juba Head Office Airport Road ,Tongping NOT later than 11th march 2019** or Email it to: [**vacancies.juba@concern.net**](mailto:vacancies.juba@concern.net)
2. The position is open only to South Sudanese national.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.