



Initiative for Peace Communication Association

Building Peace through peaceful communication

Vacancy announcement

Position title: Part-Time fundraising Advisor

Report to: Resource Mobilization Technical Advisor

Location: Juba, South Sudan

Starting date: **ASAP**

Salary: According to IPCA salary scale Depending on experience and qualification

Contract Duration: 3 months probation, renewable depending on performance

About us:

IPCA is a non-profit and non-governmental South Sudanese organization founded in 2010, **and** dually registered with the ministry of Justice under registration No.1899 and South Sudan Relief and Rehabilitation Commission, under No.258.

IPCA seeks to recruit a highly competed proactive and self-driven person (national or international expert) to fill the position of **Part-Time Fundraising advisors** to be based in Juba..

Primary responsibilities

- ❖ Ensure appropriate representation of IPCA at strategic donor, partner, and government meetings that could lead to resource requisition and collaboration.

- ❖ Develop and implement a fully integrated fundraising and partnership resource mobilization and development strategy.
- ❖ Modify organization policies and strategic plan to meet the interest of government, donors and partners.
- ❖ Identify and respond to grant opportunities and maintain a grant tracking matrix as well as a grant database.
- ❖ Review monitor and document donor funding policies and trends in the country.
- ❖ Leads resource mobilization capacity development planning and implementation for the country office.
- ❖ Identify and maintain consortia in preparation for up-coming and on-going opportunities.
- ❖ Coordinate opportunities for Executive Director to meet with donors.
- ❖ Coordinates all marketing/communication and fund raising development activities in the country offices also serving as the grant writer for communication and marketing/public awareness material that utilize personalized stories/testimonials, program outcome and engaging images.
- ❖ Manage the coordination of the grant implementation process in collaboration with all units, including the development of work plan, technical and management approaches, correspondence, budgeting's, contract agreements, supports and close-outs at the country office level.
- ❖ Track, monitor, and ensure successful grant and contract management and fulfillment in accordance with donor requirements.
- ❖ Support the writing of programmatic reports and technical documents.
- ❖ Assist compliance and finance staff in the review, processing and reconciling of invoices to budget.

❖ **Qualifications**

- Advance degree of Project Planning and Management, Public Relation, public Administration and Development Studies
- 7-10 years experience in programme management, fundraising, resource mobilization and public relations with International organization
- Proven records in raising funds from UN agencies, DFID, European Union and USAID and foundations.

- Able to multi task, set priorities and work under tight deadline
- Strong interpersonal cultural and diplomatic skills.

❖ **How to apply**

Interested applicants should send their application including cvs and contact details of 3 referees address to the Email- ipcassouthsudan@gmail.com or drop hard copies to IPCA office next to Suk-libya Round About before 20th Feb 2019

Please indicate clearly that you are applying for the above mentioned position in the subject and in your cover letter.

Selected candidates will be invited for interviews.