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**Vacancy announcement**

**Position title:** Resource Mobilization Manager

**Report to:** Executive Director

**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.621.

IPCA seeks to recruit a highly competed proactive and self-driven person (national or international expert) to fill the position of **Resource Mobilization Manager** 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 polices 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 rends in the country.
* Leads resource mobilization capacity development planning and implementation for the country office.
* Identify and maintain consortia in pre parathion 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-[ipcasouthsudan@gmail.com](mailto:ipcasouthsudan@gmail.com) or drop hard copies to IPCA office next to EB clinic sukMelisha munuki before 15/01/2017

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.