

Job title: Business Development Manager
Application deadline: Friday 25, July 2022 at 03:00 pm.
Location: Juba
Effective date: 1st August 2022
Job Type: Full time
Reports to: Executive Director

Job Summary:

Caritas South Sudan (CSS) is a humanitarian wing of Sudan and South Sudan Catholic Bishops' Conference. Caritas South Sudan is seeking to hire a highly qualified and competent Business Development Manager that will lead the development and production of high-quality funding applications and donor reports that will enable CSS to expand its portfolio and support the delivery of programs aimed at fulfilling our mandate of serving the poor and vulnerable. The knowledge and skills of the prospective candidate should include an understanding of project cycle, relationship management, internal and external representation, relationship management, reporting and support to dioceses across the country. This position is limited to competent South Sudanese nationals only.

Duties and responsibilities:

- Explore areas of local funding in South Sudan and come up with high quality relevant proposal applications in collaboration with CSS humanitarian team and the respective dioceses.
- Remain up to date with donor priorities and participate in relevant donor meetings within and out of South -Sudan.
- Liaise with other Caritas SS departments and dioceses to identify programming initiatives, develop concept notes for submission to potential donors and Caritas partners.
- In collaboration with Caritas member organizations in country, actively participate in the development solicited and unsolicited funding proposals and foster relationships with consortia.
- Build the capacity of CSS staff on resource mobilization as well as visit the Diocesan Caritas to support their business development activities.
- Actively involve in coordination meetings conducted by various clusters at national level and support dioceses to become active cluster members at the states and county levels (sub-national cluster coordination)
- Ensure that the program and the dioceses carry out the activities and fulfill the donors' requirements and regulations.
- Approach other agencies and seek partnership with them at level of implementation of the activities on the ground.
- Promote a culture of learning and continuous improvement by, among other things, instituting retroactive process reviews (after concept notes and proposals are submitted to donors).



- Monitor and maintain the proposal pipeline and generate monthly reports for management's strategic decisions.
- Engage in organizational brand building including development of collateral materials to support fundraising efforts, such as brochures.

Preferred Qualifications

- Bachelor's degree in international development, Economics, Business Administration, international relations, or related field obtained from a recognized institution.
- Master's degree preferred.
- Minimum five years of international development experience, with at least three years' experience in a developing country.
- Experience with working with Caritas Internationalis network or Act/Alliance members to strengthen the current collaboration we had with them and explore more areas of collaboration and partnership.
- Familiarity with relevant institutional donor regulations, policies, procedures and priorities
- Demonstrated experience managing teams and processes, leading teams to produce deliverables under tight deadlines and at exceptional quality.
- Knowledge of CSS programs, justice agenda and Catholic Social Teaching principles a plus.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems

Required Languages - Fluency in English required, additional language skills relevant to the job a plus.

Travel - Must be willing and able to travel up to 60% (when travel resumes).

Knowledge, Skills and Abilities

- Strong strategic, analytical, systems thinking, and problem-solving skills, with a capacity to both see the big picture and give attention to detail.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Excellent negotiation skills.
- Strong communications and presentation skills.
- Proactive, resourceful, solutions-oriented and results-oriented.

Mode of Application:

Hand delivered applications should be submitted at Caritas South Sudan Executive Director Office, at Sudan Catholic Bishops' Conference of Sudan and South Sudan Secretariat (SSSCBC) or submitted via email to director@caritassouthsudan.org on or before **3:00pm on Tuesday July 26, 2022**

Hand Delivered envelopes or Email Subjects must be titled: ***"Application for the Position of Business Development Manager-CSS-Juba"***

Disclaimer: *This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

Female candidates are strongly encouraged to apply

