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| **JOB TITLE: Funding Advisor** | |
| **DIVISION :** International  **LOCATION:**  Juba, South Sudan | **JOB FAMILY: Funding** |
|  | **LEVEL: C2** |
| **OXFAM PURPOSE:**  To work with others to find lasting solutions to poverty and suffering, through fundraising.  **TEAM PURPOSE:**  Support the Country Funding Coordinator (CFC) to grow the income and partnershipsat the country level, and ensure strong proposal development (narrative, budgeting and alignment within the relevant frameworks). To work effectively and efficiently to help the CFC and CD in managing restricted and unrestricted funding, enabling implementation of defined areas of work in country programme; ensuring quality and consistency in relationships with donors and management of partners; and supporting programme teams in managing and reporting their funds.  **JOB PURPOSE:**  To support Country Funding Co-ordinator in co-ordinating fundraising and grant management for South Sudan programme. To support and capacity build the programme teams and country office in planning securing and managing restricted (institutional) funds. To contribute to the development and maintenance of good working relationships with donor organisations and thereby maximise income from these sources. | |
| **REPORTING LINES:**  Reports to: OI Country Funding Co-ordinator  Staff reporting: Nil | |
| **BUDGET RESPONSIBILITY:**  Nil | |
| **DIMENSIONS:**   * Works under day to day supervision of Country Funding Co-ordinator * Required to work to meet external deadlines e.g. donor reports and proposals submission as well as responding timely to requests from internal and external stakeholders. The ability to plan ahead is essential given the need to make sure donor reports and proposals are submitted according to schedule and with quality. * Provide technical support, advice and training to the wider country programme staff on effective proposal development, contract management and donor compliance. * Track and monitor the country programme pipeline and provide regular updates to the senior management team on secured, likely and possible income for the current and future years * Responsible for quality control of funding processes and communications i.e. acts as last quality assurance point before CD signoff and external circulation. * Problems encountered are of a diverse nature, but quite often tried and tested solutions exist which requires interpretation and application. * Makes recommendations to Country Funding Co-ordinator and CD on fundraising decisions with significant impact on country programme’s ability to raise restricted funds. * Creativity and innovation required in presenting Oxfam work to external agencies/ donors in a way that is both appealing and persuasive to attract funding. * Uses verbal and written means of communicating with both internal and external audiences requiring high level of tact and diplomacy. | |
| **KEY RESPONSIBILITIES:**  In-country fundraising and proposal development   * Work closely with the Country Funding Co-ordinator, CD, programme teams and support services teams to create and secure country funding strategy. Support programme staff with specific initiatives and processes to secure programme funding, including the effective utilisation of funding information systems * Support Country Funding Co-ordinator to identify and develop opportunities with existing and new donors and funding mechanisms, and maintain strong relationships with existing donors, building interactive relationships and matching the “Oxfam offer” to their particular interests and expectations. * Coordinate development and submission of donor proposals. This requires working closely with programme staff in order to advise and support them to understand and meet donor funding requirements.   Management of restricted funds   * Review and submit donor financial and narrative reports, ensuring consistency, accuracy, clarity, and timely submission in compliance with Oxfam policies and procedures as well as donor contractual requirements, and work with programme and finance staff to continuously improve the quality of donor reports. * Working with programme/finance/logistics staff to improve understanding, visibility, and clarity around donor contractual requirements, including facilitating donor budget monitoring and timely intervention. * Support programme staff to efficiently plan and utilise diverse income, including preparation and submission of proposals and reports   Information and systems management   * Maintain restricted funding information systems and records on donor contracts and income data on shared drive * Develop and maintain comprehensive, up to date and user-friendly filing systems for contracts and other documents, maintaining a complete and clear audit trail of proposals, contracts, donor reports, donor visits and feedback, meetings etc. * Provide training and support to programme and other staff on the use of funding systems and procedures including support on completion of internal procedures and forms. * Provide regular management information on the status of donor contract management and country funding strategy objectives and targets and contribute to monthly and quarterly regional funding reports particularly on compliance and system maintenance issues.   Other   * Support OI Funding Coordinator with strengthening the capacity of colleagues and partner staff across the country in the planning, securing, and managing of unrestricted and restricted funds. | |
| **SKILLS AND COMPETENCE:**  **Essential:**   * Post-graduate degree from a recognized university/ college in a relevant field, Relevant experience in a similar position for a minimum of 2 years for Postgraduate degree holders or 3+ years for Bachelor’s degree holders, in an international NGO or UN agency in a similar context. * Experience with identifying fundraising opportunities preferably for NGO’s and a good track-record of successfully acquired funding and donor-compliant implementation of programs. * Strong experience in managing donor contracts, in particular from institutional donors, such as ECHO, EU, OFDA, Sida, DFID, AusAID, UN agencies etc * Strong technical knowledge of donor funding proposals and log-frames in thematic area. * Sound knowledge of institutional and government donors and funding policies * Sound knowledge and practice of NGO programming in emergencies and/or development environments. * Good relationship management skills, with strong ability to work and coordinate with other teams in a challenging environment. * Highly developed interpersonal and communication skills, with experience in external organisational representation. * Good written skills with proven ability to develop and present proposals, plans and reports, for both internal and external audiences. * Good research skills with ability to identify and propose successful strategies for identifying and establishing donor opportunities. * Excellent operational, planning and budgeting skills. * Self-motivated, rigorous, organised, able to work under pressure and tight deadlines, target driven and an entrepreneurial approach to exploiting fundraising opportunities. * Good administrative skills and ability to effectively use IT packages eg Word, Excel, Databases * Strong numeracy and general financial skills * Ability to work effectively with others in a team situation to achieve expected targets. * Excellent stress management skills   **Desirable**   * Experience working/living in South Sudan * Knowledge of Oxfam GB’s internal contract management system * Knowledge of Arabic * Willingness to travel to the field * Ability to work well in a multicultural team * Excellent communication skills * Knowledge and experience of Oxfam’s program work and systems * Understanding of South Sudan environment and issues of poverty reduction highly desirable. * Experience working in a conflict affected/hardship location   **·**  **·** | |