

**JOB ADVERT**

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Advance Africa Initiative is a South Sudanese women founded and led national humanitarian and development organization in South Sudan, registered 2017 in accordance to NGOs Act 2016 by the Relief and Rehabilitation Commission (RRC) and a member of South Sudan NGO Forum. We are dedicated to fight ill health, poverty, injustice and reduce human suffering. We place special focus on working alongside vulnerable women, girls, IDPs and communities at large to improve their health and escape poverty. ADAFIN employs holistic approach to cater for many needs of our people by working in areas that contribute in a synergistic manner to improving the lives of our target communities.

ADAFIN supports development intervention in the domains of child protection, GBV, COVID-19 awareness and sensitization, food security and livelihoods, WASH, health, nutrition and education.

**ADAFIN is seeking to recruit dynamic and suitable South Sudanese for the following vacant positions**

**Title:** **Programs Coordinator**

**Duty Station:** Juba

**Supervisor:** Country Director / Executive Director

**Job Posted:** September 17, 2020 **Deadline:** October 17, 2020

**Job Summary:**

Under the supervision of the Country Director / Executive Director, the Programs Coordinator will spearhead ADAFINS programs and activities at the head office and field levels, assist in designing and implementation of projects and represent ADAFIN in coordination with humanitarian organizations and donors.

**Strategy and Management**

* Lead in strategic planning, policy formulations and programming with senior staff and program team;
* Ensure operations, policies and procedures and workflow are integrated across all departments;
* Analyse the organization periodically and prepare charts and reports for board members, program staff, and outside organizations (e.g. South Sudan Humanitarian Fund, RRC, NGO Forum) as may be deemed necessary;
* Keep the organization advised with maximum forewarning of upcoming calls for proposal from relevant donor funding programs;
* Oversee all aspects of grants management including initiating, developing, implementing, and sustaining policies and procedures that ensure effective and efficient activities;
* In collaboration with program team, develop funding applications and coordinate solicited and unsolicited application process and follow up;
* Support and/or lead when required on the development and writing of convincing technical funding project proposal with a lucid and compelling style of writing, illustrating technical rigor with donor friendly language and demonstrating, a thorough understanding of objectives of the tenders/donors;
* Develop organization’s calendars and timelines, log frames, including meeting schedules, daily, weekly, monthly and quarterly workplans, application submission deadlines, and internal deadlines;
* Support and actively participate in the execution of proposal development lifecycle which include: intelligence gathering, research, landscape analysis, gap and competitive analysis, mapping, relationship building, teaming, agreements, gathering of administrative documentation, proposal writing, budget development and submission;
* To support organizational efforts to identify and pursue new prospective funding from a variety of donor targets while building and developing relationships with donors;
* Provide technical support to project concept notes, technical proposals, financial proposals by program team members and make recommendations and provide inputs as may be necessary;
* Create and maintain physical and electronic files;
* Ensure the organization membership with affiliate organizations/institutions are up to date (i.e. South Sudan Humanitarian Fund / Grants Management Systems, RRC, NGO Forum, UN partner Portal, etc);
* Implement funded projects in accordance to its design, objectives and outcomes;
* Organize project meetings, workshops and participate in consultations and reviews;
* Coordinate with ADAFINs partners / donor in joint meetings, reviews, discussions and other thematic workshops.

**Administration, Coordination and Communication**

* Develop, design and implement communication strategy, as well as maintain website, including coordinating and ensuring content is current and consistently updated (e.g., projects/activities’ lists, blogposts, pending for fund unsolicited proposals / concept notes, etc);
* Coordinate between program, finance and other administrative staff so that all organization’s activities are smoothly implemented;
* Coordinate communication among stakeholders, beneficiaries, donors and partners, program officers, and board members, including responding to mail, email and telephone inquiries;
* With Country Director/Executive Director, coordinate planning meetings and team retreats or field visits to organization’s sub-offices, including meeting content, agendas and logistics;
* Closely cooperate and positively collaborate with relevant auditors, donors and partners;
* Provide detailed and strategic analysis of Request for Proposals Solicitations, instructions and other proposal-related information and ensure the proposal fits with donor guidelines and international standards;
* Coordinate and lead when required the development of strategic partnership or consortium for joint bids.
* Develop and create the necessary tools and infrastructure to support proposal development and consolidate and update ADAFINs policies;
* Support other staff who currently work on resource mobilization in addition to their other responsibilities (such as Program Officers, Admin and Finance Manager) in gathering business for the organization by providing them the required support to develop winning bids and write high quality proposal and financial reports;
* Develop presentations for external stakeholders and donors as may be required.
* Support and coordinate when required proposal hand-over process from the proposal development team to the implementation team;
* Coordinate local efforts for fundraising with current and potential donors by organizing regular meetings, follow-ups, and briefings on ongoing activities and projects;
* Maintain strict confidentiality for all work-related information that come to his or her possession by virtue of his or her position;
* Perform any other additional duties as may be assigned.

**Skills and Attributes Needed**

* At least a master degree or post-graduate studies in Project Management, International Relations, Business Administration or other fields of social sciences deemed relevant by ADAFIN;
* Minimum of five years’ substantive project management, administrative and operational experience;
* At least three years’ experience in project proposal development;
* Demonstrated experience in formulating and implementing policies and procedures;
* Demonstrated initiative, sound judgment, and the tenacity to see tasks through to completion in an accurate and thoughtful manner;
* Good knowledge of fundraising, proposal development and project implementation;
* Ability to juggle multiple projects and work independently, as well as with others, in a collaborative, often fast-paced, team environment;
* Excellent customer service skills with emphasis on respectful and tactful communications;
* Strong interpersonal skills, tolerance, flexibility, and humor;
* Highly organized and detail-oriented with a commitment to accuracy;
* Excellent writing and editing skills, including proofreading and copy editing;
* Strong information technology skills, including proven advanced experience with Microsoft Office, project management software and database programs;
* Demonstrated commitment to values of generosity, respect, integrity, inclusion, commitment and humility;
* Personal qualities of integrity, credibility and discretion about confidential matters.

All applications should be marked on the right corner of the envelope as “**Application for the position of Finance Officer”** and are addressed to:

**THE HR MANAGER**

**ADVANCE AFRICA INITIATIVE (ADAFIN)**

KCB Building, Fourth Floor, Suite #: 403

Hia-Kuwait, Biplham Road, Juba, South Sudan

**Or you can submit via email:** [**adafin.southsudan@gmail.com**](mailto:adafin.southsudan@gmail.com)

**The closing date for receipt of applications is before COB on October 17, 2020 – 17h00 (EAT).**

Advance Africa Initiative is an equal opportunity employer within the meaning of international and national standards. Women are encouraged to apply.

**Only short-listed applicants will be contact.**