



**Vacancy Announcement**

# 50-H-3

Approved by  
Shasheer

**Job Title:** Grants and Partnerships Manager  
**Band / Level / Grade:** 7B  
**Department:** Grants and Partnership  
**Location:** Juba  
**Overtime Eligible:** Exempt  
(per local law)



9/9/2022

**BACKGROUND:** The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

**SUMMARY STATEMENT OF DUTIES AND RESPONSIBILITIES:**

**Scope**

The Grants and Partnerships Manager is responsible for helping to identify and assess new partners, facilitating and tracking sub-projects and agreements, and highly involved on sub-grant monitoring and evaluation. The position is based in Juba but will require travel to the field in South Sudan. The position will report to the **Grants and Fundraising Coordinator** and will be responsible for managing and building the capacity of the partnerships team.

**Essential functions**

**Partnership Coordination and Capacity Building:**

- Build Partnership Team's capacity to institutes the global PEERS policy. Includes establishing efficient and responsive processes, delineating roles and responsibilities, developing sound recordkeeping systems and sub-award management tools, conducting trainings, and creatively developing a context-appropriate PEERS-SOP.
- Coordinate and assist in the operational, financial, and programmatic monitoring and support of all partners. Includes leading the coordination of monitoring visits and partner meetings to ensure deliverables are well.
- Run and lead Partnership meetings, including weekly meetings and monthly Finance & Partnership Coordination Meetings.
- Ensure that the partnership trackers are up to date with data collected from program, partnership, and finance teams and disseminating information (including the tracker) on Partners to relevant departments, as needed.
- Leads communication with relevant HQ departments including finance, compliance, and regional program units.

**Partnerships/Subgrant Processes:**

- Lead the mapping of potential partners for emergency response, with a particular emphasis on local organizations.
- Update IRC's database that catalogues all past and potential partners on a continual basis.
- Support the Grants and Fundraising Coordinator and operational and technical staff as needed in the organization and facilitation of capacity and risk assessments for potential partners.
- Facilitate internal sub-award proposal review and approval process as needed.
- Assures high-quality implementation by supporting sub-grant opening, review, and closing meetings.
- Support the development of partnership templates and contracts/agreements.
- Work with Grants and Fundraising Coordinator, IRC finance, and other program staff to process partnerships effectively and ensuring donor compliance.
- Lead and facilitate capacity building of partner NGOs and local community organizations. Contribute to development of training materials.
- Coordinate with relevant departments to prepare partnership management tools and manuals



#### **Partner Monitoring:**

- Support emergency response and technical teams in monitoring sub-grantees/partners for donor compliance and progress against objectives, contributing to the development of monitoring tools as needed.
- Coordinate closely with sub-grantees for timely submission of accurate financial and activity reports.
- Coordinate with relevant departments to ensure that all reporting templates are updated and share with sub-grantees on a timely basis.

#### **Documentation and Reporting:**

- Maintain comprehensive electronic partner files, ensuring they are streamlined and well organized.
- Coordinate with the relevant technical teams, review monthly internal reports, compile and submit partner reports into overall donor report, and support government reports/agreements as needed/requested.
- Support data analysis of existing sub-grant portfolio and potential future partner commitments.

#### **Representation and Special Tasks:**

- Work with Partnership Officer to ensure all deadlines are met on time and that all products are of high quality.
- Directly supervise the work of 1-2 partnership officers, assistants or interns.
- Represent IRC South Sudan at relevant coordination meetings and feedback important information from those meetings to relevant IRC staff.

#### **Awards Management**

- Support the development on new proposals particularly those that focus heavily on sub granting; this includes support in drafting and finalizing technical narratives and budgets for new proposals, including the solicitation and incorporation of feedback from Finance, Grants and Program teams.
- Support in the management of grants that have a heavy focus on sub granting as well as other within their portfolio. This includes ensuring that coherent and accurate reports to donors are submitted on time, that the internal reporting tracker and OTIS reporting info is up to date, leading Project Cycle Meetings as well as monthly/regular management meetings and ensure proper follow-up of issues raised.
- At the request of the Grants and Fundraising Coordinator and/or senior management, take ownership for miscellaneous projects not falling under responsibilities underlined in this job description.
- Contribute to continuously improving internal grant management systems
- Monitoring the project and proposal tracker on project report/proposal deadlines and communicate these to relevant staff within the area offices (shared bi-weekly)

#### **Job Requirements:**

- Bachelor's degree in social study or relevant field from a recognized university with 5 years of confirmed experience; or master's degree with 4 years of relevant experience. Strong preference will be given to candidates with previous experience in partnership management, consortium/network management or sub-grant/partner identification and management.
- At least 2 years management experience with confirmed leadership skills
- Experience facilitating sub-grants, including proposal review, agreement development, and monitoring strongly desired.
- Strong understanding and knowledge of USG (USAID/BHA/BPRM), European (ECHO, EU, SIDA, IA), DFID, GFFO, UN UNHCR/UNFPA/UNICEF/IOM/OCHA/WFP/FAO) and other donor rules and regulations
- Proven competency with program design, M&E, proposal writing (including logical frameworks) and building budgets using MS Excel
- Excellent writing skills and experience in writing proposals/concept notes in English
- Excellent organizational skills and ability to determine priorities and meet multiple deadlines
- Detail-oriented with good multi-tasking abilities and communication skills, both oral and written
- Able to work well both within a team and independently, in a challenging and fast-moving multicultural environment
- Confirmed experience in coordination of multiple partners (internal and external)
- Experience crafting and implementing capacity building programs is a plus.
- Computer literate (MS Word, Excel, PPT). Budgeting experience required.



- NGO experience in similar position is preferred.
- Good communication and interpersonal skills.
- Willingness to travel in South Sudan for monitoring purposes, as requested
- Self-motivated, honest, highly responsible, and punctual.

Fluency in Arabic and English required. Knowledge of other language is a plus. The position is for: **SUDANESE NATIONAL WITH ALL THE NATIONAL DOCUMENTS.**

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

**How to apply:**

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID certificate** to Human Resources Juba IRC Country/ Head Office-Located in Goshen House 2<sup>nd</sup> floor or you can e-mail applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) not later than **29<sup>th</sup> September 2022**.

**NOTE:** Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION, GRANTS AND PARTNERSHIPS MANAGER.**

***“WOMEN, MINORTITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.***

