



Received
On 15/11/2022
[Signature]

Full Job Description

(Open to International, Regional and National, Female candidates are strongly encouraged to apply)



Vacancy	1
Job Title	Grants and Project Development Advisor
Work Station	Juba with frequent field visits
Reporting to	Executive Director

Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization Operating in South Sudan since founded in 2002, was found by a group of concern men & women of Upper Nile State, to respond to dire social, economic, livelihoods, Health condition, experienced by the South Sudanese Citizenry. UNKEA initially purpose was designed strategies and interventions to fight the deadly Kalaazar disease which is highly prevented in Upper Nile State with time, UNKEA mandate has expanded to include other intervention such as provision Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women; Economic development, Access to justice & Peace Building. UNKEA implementing her projects in Upper Nile, Warrap, Jonglei and Eastern Equatoria States

Summary

As a key member of the Resource Development's (RD) Impact Communications team, she/he will develop and execute communications products that support the program teams. She/he will be responsible for overseeing and creating donor communications (i.e. concept notes, proposals, donor reports, fact sheets, newsletters, as well as overseeing the development of visual/digital assets) for use by fundraisers to steward major donor relationships. She/he will work collaboratively with fundraisers, technical program staff and country office colleagues to strategize and develop donor communication materials. Grants and Projects Development advisor will track budget burn rate and avoid any over/under spending.

The Grants and Projects Development Advisor is also responsible for managing the process of donor acknowledgments for partner, leading on new business opportunities and program staff, and providing generic and specialized donor communications materials during fundraising efforts for emergencies.

Determining day to day work priorities, deciding the content of reports, submissions, policies, correspondence and provide advice and recommendations for the improvement of the methodology and approach.

Duties and Responsibilities

- Lead on the creation and editing of content sourced from program and country office staff to create final products (reports, proposals, concept paper). Ensure these products are grammatically correct; flow logically, and present information clearly and concisely which are suited to donors' level of technical program knowledge and are properly branded.

[Signature]

- Coordinate and engage with grant writers to identify future funding opportunities in the field of UNKEA expertise.
- Ensure project budget burn rates are tracked avoiding any over/under spending by implementation team.
- Interact regularly with partners/donors and program staff to understand projects and donor needs and request additional information and clarification as needed to complete projects successfully.
- Support the leadership in execution of opportunities with key donors and develop timely and compelling pieces (technical proposal etc.) to position UNKEA as leaders in humanitarian and development interventions.
- Bring forward innovative ideas to disseminate the impact of UNKEA's work with donor support. This includes managing the creation of media (with third party vendors and internal teams) such as infographics, videos, blogs, microsites, etc.
- Manage day-to-day operational duties to help ensure the functionality of the Resource Development Impact Communications team, such as resolve issues with project tracker and document library, coordinate, assign work to staff, and share scheduling for weekend on-call emergency writer coverage, scheduling and run weekly team meetings, and participate in onboarding presentations for new projects.
- Attend key Resource Development meetings to understand needs and priorities of the team, propose strategies and projects to proactively respond to opportunities and serve as a primary point of contact for the team.
- Supervises a small team, manages overall work flow and provides mentoring and leadership
- Solves issues independently and with supervisor's input.
- Ensures that staffs are recognized for their contributions and hard work, works with staff to identify professional development opportunities, and ensures that staff have flexible schedules as needed to achieve work-life balance while also ensuring that all assigned work is done on time.
- Analyse, assess, and report on projects and provide recommendations to improve project and portfolio performance.
- Provide quality assurance of all project documentation to ensure all aspects of projects are accurately captured in high quality planning and control documents.
- Ensure appropriate project controls (risk, schedule, budget and reports, timelines) are applied to projects, delivering transparency and lead indicators for project performance.
- Build effective networks and relationships with Donors and stakeholders to facilitate the efficient delivery of project/program management services.

Team Management and Development

- Develop and implement a system to evaluate the skill, experience, and professional development needs of RD Team.
- Implement a professional development program to address employee's skill gaps and build capacity
- Work with staff to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all employees.

Q

- Instill a sense of accountability among team members by modelling tight oversight of individual and organization performance standards.
- Recruit, hire, and oversee training and orientation of all staff members.

Academic Qualification Personal Features and Qualities

- Minimum of a Bachelor Degree in Project Planning and Management, Development Studies or equivalent and other relevant experience 2-3 years, MBA will add advantage
- Proficiency in MS Office suite
- Proficiency in spoken and written English
- Strong professional writing skills with proven ability to write compelling content that engages high value donors. Demonstrated ability to understand and communicate program-oriented technical information to high-net-worth donors with varying degrees of technical sophistication
- Adept at sourcing and displaying multi-media assets within our internal repository including photos, videos and graphics.
- Demonstrated ability to communicate and collaborate effectively with individuals, donor/partner, and teams at all levels, both internally and externally
- Demonstrated commitment to fostering and maintaining an environment of diversity, inclusion, and belonging
- Attention to detail and the ability to translate complex program language into donor-friendly content
- Ability to work on several projects simultaneously, manage time wisely, work independently and as part of a team, communicate with impact, perform under tight deadlines and be adaptive to change.
- Demonstrated awareness of agency's policies, strategies/programs, fundraising and program priorities and how these impact and influence the writing unit.

Preferred Qualifications

- Understanding of non-profit fundraising and global development issues
- Proficiency in InDesign or other creative platforms
- Experience working with high value donors

UNKEA's talent acquisition procedures reflect our commitment to safeguarding the rights and dignity of all people - especially children and vulnerable adults - to live free from abuse and harm.

How to Apply

Interested Candidate can send his/her CV to "The Head of HR" UNKEA South Sudan HQs Office, Juba at Kator, Tombura Road, 17th Venue or alternatively email your application to:

jobs@unkea.org/unkea.southsudan@gmail.com

Deadline on 28/11/2022 at 5:00 PM CET



e