



EXTERNAL VACANCY ANNOUNCEMENT AT HOPE HEALTH ACTION (HHA-SSD)-KAJO KEJI IN SOUTH SUDAN:

Hope Health Action (HHA-SSD) is a Christian NGO passionate about providing life-saving health and disability care to the world's most vulnerable without any discrimination. Founded in 2007, HHA now operates in Haiti, South Sudan and Uganda (the latter two under the umbrella of HHA East Africa).

Our work includes responding to the refugee crisis in Uganda through disability, health, nutrition, and education services and initiating a growing range of health and disability projects in South Sudan. This has included establishing one of the leading outpatient rehabilitation centres in Uganda, a new health clinic in the Kajo-Keji County (South Sudan) in 2023, extensive livelihood projections for 1,100+ households and working with the UNHCR providing a life-saving therapeutic food to all refugee settlements to tackle severe and acute malnutrition.

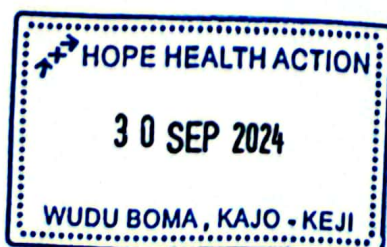
We are a dynamic and fast-growing organization committed to creating a nurturing working environment, supporting growth, and working to the highest standards so we can provide the best support to the people we serve.

HHA -SSD is looking for a competent **SSD Partnership and Networking Coordinator** to be based in Juba Liaison Office South Sudan

- **POSITION:** SSD Partnership and Networking Coordinator (1)
- **REPORT TO:** Head of Program/East Africa Director- HHA East Africa
- **LOCATION:** Home based
- **WORKING HOURS:** 35 Hours per week

POSITION SUMMARY:

The Partnership and networking Coordinator will regularly undertake donor landscape mapping to identify funding/donor opportunities/trends, lead on the implementation and regular revision of the Country Funding Strategy, facilitate structured donor engagement, intelligence gathering, donor scoping, track and identify donor opportunities, and coordinate proposal writing for large, competitive funding opportunities.



Program Design & Development

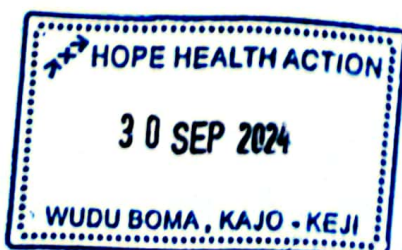
- Lead and coordinate resource mobilization efforts with HHA UK team to enable the development and submission of high-quality concept papers and proposals for submission to funders.
- In close partnership with the East Africa Country Office team, along with program quality and technical functions, ensure that all submissions align with HHA program quality standards and various markers (ex. gender, inclusive governance, resilience).

Reporting and Governance:

- The partnership and Networking Coordinator will work closely with the HHA SSD Board and Head of programs, ensuring HHA SSD is compliant with all national reporting and governance requirements, both internally and externally (for instance, with Government of South Sudan at national level in juba etc.). This includes,
 - Submission and compliance of relevant documentation as an NGO to the relevant ministries and state levels.
 - Compliance with Goss and UNHCR reporting requirements
 - Initiating the NGO registration and renewal process at the national level
 - Initiating the process of MOU renewal annually at the national level
 - Attendance of relevant regional and national coordination meetings especially the health cluster online and physical, disability working groups, emergency response planning's etc.

Unlocking Funding Opportunities

- Continuously identify and assess potential funding opportunities, or unsolicited proposals opportunities, that align with HHA's unique strengths and competencies and HHA South South's strategic goals and ambitions (in collaboration with Program Teams).
- Work closely with HHA Member Partners to track potential programming partnerships with major private donors, funders and/or investors (foundations, corporations, and





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individuals) in the short, medium, and long term, and support the development of resource mobilization strategies.

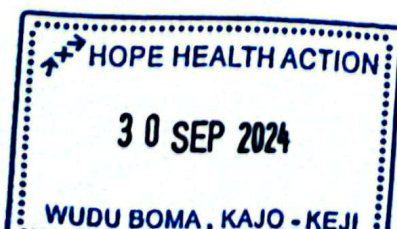
- Ensure that grants are managed effectively through appropriate, timely and detailed communication and reporting to key stakeholders.
- Encourage and facilitate the documentation of promising practices and lessons learned in program development, grant management and resource acquisition.

Strategic Partnerships and Donor Compliance

- In collaboration with the Head of Program, EA-Director, UK team, He/she will maintain and track relationships with key contacts within the Government of South Sudan, private sector partners, HHA strategic partners, Women-Led organizations, and other relevant external entities to raise HHA South Sudan's profile as a 'partner of choice'
- Develop and foster strategic links, networks, and partnerships by highlighting HHA's programming strengths and policy positions, particularly as it relates to innovative disability and gender equality programming.
- She/ he will work with proposal development teams, consultants and partners on proposal and concept note development and marketing them with donors.
- The incumbent will enhance the capacity of HHA and partner staff on proposal policies-procedures, standard forms for specific call, and requirements for different bids

Knowledge Management, Learning and Communication

- He/she will engage in active communication with the HHA EA- Leader and HHA UK, providing regular reports and communication about key activities, meetings, and goals.
- Develop and roll out a liaison office knowledge and learning management strategy in collaboration with South Sudan programs Team.
- Develop a learning agenda, ensuring evidence-based programming, feeding learning into programme design and implementation, and programme knowledge is being captured.
- Ensure all key program documentation (evaluations, studies, donor reports, monitoring visit reports) are properly packaged and shared with relevant team members



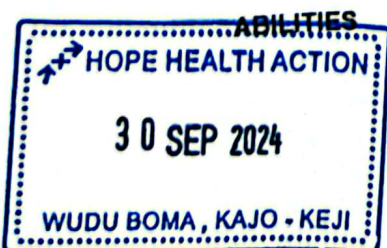


EDUCATION AND EXPERIENCE

- Bachelor's degree in a relevant field (Social Science, Public Administration, Business Administration, Developmental Studies)
- Master's degree in social sciences, Development studies or other related fields is an added advantage
- 5 years of experience working in a conflict context supporting humanitarian assistance programs
- Advanced formal, written communications
- Understanding of and experience with various donor proposal and reporting requirements
- Familiarity with the South Sudan context
- Proficiency in data visualization approaches and tools
- Deep knowledge and experience of working in international development and/or humanitarian business development roles in the South Sudan or any Crisis context
- Experience in development of opportunities with public, private, institutional, and Philanthropic funders, donors, and investors of all sizes. Thorough understanding of and previous experience developing funding proposals for complex funding from large institutional donors preferred.
- Experience and commitment to promoting gender equality and to gender transformative programs

SKILLS

- Good cultural awareness and sensitivity.
- Knowledge of the NGO operations and the dynamics of the humanitarian sector.
- Excellent written and oral communication skills in English
- Planning across multiple activities and complex projects.
- High level of influential leadership and strategic collaboration skills from a matrixed role to bring people together for collective ideas and action.





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- Ability to work under minimum supervision at all times.
- Ability to adhere to HHA Code of Conduct.
- Ability to build and maintain positive working partnerships with stakeholders, in particular donors, UN partners, local organizations, and government officials.
- Ability to build networks with external and internal stakeholders.



HOW TO APPLY: Handwritten applications should be addressed to; East Africa Human Resource Manager, Hope Health Action, New Hope Rehabilitation Centre, Kajo-Keji Health Centre III, South Sudan. Online applications to: eahr@hopehealthaction.org with the requirements as below.

- Application Letter with a clear salary expectation
- A valid National ID.
- CV, copies of academic documents.
- A letter of appointment from your previous employment.
- Recommendation letter from (professional reference, faith, and a community leader).
- Valid passport
- Valid work permit for non-nationals

Deadline for receiving applications is on 6th October 2024 at 5:00pm East Africa Time (EAT). Only shortlisted applicants will be contacted

NOTE: Hope Health Action (HHA) is an equal opportunity employer. We do not discriminate and therefore, all women who meet the minimum requirements for the job are encouraged to apply.

The Organization does not charge any money at any stage of recruitment and does not act through recruitment agents. Any form of Canvassing will lead to automatic disqualification.

