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Approved
Labour Dept
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MINISTRY OF LABOUR, PHILANTHROPY & HUMAN SERVICES
Juba
World Vision

Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so

Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Program Officer
Reporting to: Program Development Manager
Location: Juba
Availability: As soon as possible

Purpose of the position:

World Vision International - South Sudan is seeking a Program Officer to facilitate program development and resource acquisition with high standards of appropriateness, timeliness, and effectiveness in Central Equatoria, South Sudan. The purpose of the position is to assist the Program Development Manager and Program Development Director in developing and coordinating proposals for multi-sectoral relief and recovery programs; liaising with potential and current donors to establish relationships that promote fund acquisition and program collaboration; providing overall coordination in technical assistance, planning, implementing, monitoring, evaluating and reporting of assigned portfolios; and collaborating with other departments to develop integrated programming. This position is Juba-based and will require field visits around Central Equatoria.

Key Responsibilities

Grants Acquisition

- Support PD Manager and PD Director in identifying and defining funding opportunities to support existing and planned programming activities in assigned area;
- Lead cross-functional teams in the timely submissions of quality proposals for assigned grant acquisition opportunities which include project designing, building strategic partnerships, developing sound theory of change and logical framework, budget finalization, among others;

- Support PD team in developing concept papers and proposals for government, private and multilateral institutions;
- Lead the handover of key project documents for awarded proposals;
- Facilitate quality start-up processes for awarded proposals;
- Lead after-action reviews for key proposal submissions.

Grants Management

- Support Project Managers in the timely delivery of agreed donor requirements;
- Liaise with WV Support Offices in the management of assigned portfolio;
- Provide oversight to projects implemented in Central Equatoria, and other assigned projects to ensure program quality and compliance to donor regulations;
- Support Finance Officers in monitoring grant implementation and resource/fund utilization

Donor Engagement and External Relations

- Provide regular updates to WV Support Offices and donors in-country regarding the implementation of projects assigned;
- Support PD Manager and PD Director in developing key relationships and partnerships with other INGOs, local and national NGOs and donors.
- Support the preparations and signing of agreements with key agencies;

Knowledge Management

- Lead the team in the timely updating of grants information in Horizon/Knowledge Management/PIH database;
- Support the project managers in the compilation of key project documents

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's degree in a related field from accredited university;
- At least 2 years of previous experience in project design, proposal writing and donor relations for an INGO in a relief and / or development context;
- Good networking skills;
- Excellent skills in project design, budget preparation, evaluation and proposal writing;
- Ability to independently develop log frames, monitoring and evaluation plans and indicator tracking tables for projects and programs;
- Strong knowledge and understanding of the humanitarian industry (relief, development, and advocacy), including how INGOs operate in the global and local contexts
- Excellent analytical/problem-solving skills and attention to detail in the development of written documents;
- Excellent English communication skills with ability to express ideas, thoughts and concepts clearly and effectively in writing using correct and appropriate grammar, structure and spelling.
- Excellent computer knowledge including Word, Excel, and Power Point



- Demonstrated personal values, attitudes and behaviors that are consistent with World Vision Core Values Essential
- Must demonstrate patience, tolerance, problem solving, open-mindedness and interest in social justice.
- Works independently with minimum supervision.
- Experience working in a cross-cultural environment;
- Willingness to work and travel to hardship locations;
- Good understanding of World Vision's current ministry and operations.
- Mature in faith.

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Qualified female candidates are equally encouraged to apply

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or Hand deliver to any of **World Vision offices.**

Closing date for receiving applications is: 7th November 2019 at 5:00pm

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

