



Job Advert.

Position Title: LRPF Secretariat Director
Position Type: National and International Staff
Location: Juba, South Sudan (with potential field visits)
Work Station: Secretariat Office, NSDO Compound
Reporting to: Chair, Board of Trustees



Background on Local Response Pooled Fund (LRPF) South Sudan (LRPF-SS)

The **Local Response Pooled Fund South Sudan (LRPF-SS)** is an initiative established by local and national NGOs in collaboration with the National NGOs Forum, select International NGOs, and with the support of **Save the Children South Sudan**. The initiative aims to operationalize the **Grand Bargain Commitment to localization in South Sudan** by increasing National NGO direct access to funding and enhancing their involvement in funding decisions.

Launched in **September 2021**, the LRPF-SS is an **innovative funding mechanism** designed to provide **targeted financial support** to local and national actors deemed **too high-risk** for direct funding. The fund's objective is to **empower** these actors to deliver essential **relief, recovery, and development assistance** to underserved and neglected communities. The initiative shifts away from top-down approaches and champions **local leadership, decision-making, and capacity strengthening**.

LRPF-SS currently has **205 National Member Organizations**, making it a key platform for locally-driven humanitarian and development responses. It has been officially recognized by the **Relief and Rehabilitation Commission (RRC)** and is officially registered as a **National Funding Mechanism** in South Sudan. By leveraging the strengths and capacities of these local and national actors, LRPF-SS aims to **increase community-centered responses, improve coordination, and enhance resilience-building efforts**. Through collaboration and strategic resource allocation, the initiative strives to ensure that financial support is channeled effectively to communities in need.

Overall Purpose of the Job

The **LRPF Secretariat Director** will provide overall **leadership and strategic direction** to LRPF-SS to ensure that its mission and key strategic objectives are achieved. The Secretariat Director will oversee the **coordination, advocacy, representation, security, external engagement, and management** of the Secretariat while fostering collaboration among stakeholders to ensure the effectiveness of LRPF-SS in South Sudan. Additionally, the Director will lead **fundraising and business development efforts** to secure sustainable financial resources for LRPF-SS and expand its impact.





Key Responsibilities

1. Fundraising and Business Development

- Develop and implement a **fundraising strategy** to secure sustainable funding for LRPF's operations and programming.
- Identify and pursue funding opportunities with **bilateral and multilateral donors, foundations, private sector, and philanthropic organizations**.
- Lead **proposal development efforts**, ensuring high-quality submissions aligned with donor priorities and LRPF's strategic objectives.
- Establish and maintain relationships with **key donors, grant-making institutions, and corporate partners** to diversify LRPF's funding base.
- Collaborate with program teams to design **innovative funding models and financing mechanisms** to enhance long-term sustainability.
- Represent LRPF-SS in **donor meetings, fundraising events, and networking forums** to showcase the organization's impact and attract investment.
- Develop business plans and **income-generating initiatives** that align with LRPF's mission and enhance financial stability.

2. Information, Communication, and Advocacy

- Schedule **LRPF meetings** and **Board of Trustees meetings**, draft agendas, invite external speakers, and follow up on key action points.
- Act as a **focal point for information-sharing** among LRPF members on relevant issues.
- Work with key Secretariat staff to **manage membership processes, mailing lists, and communication products**.
- Ensure **Board of Trustees and Secretariat representation** in key humanitarian working groups, enhancing LRPF's voice in decision-making processes.
- Along with the **Board of Trustees Chair and members**, represent LRPF in key meetings with **donors, UN agencies, and the Government of South Sudan (GoSS)**, ensuring feedback is shared with wider membership.
- Facilitate **dialogue** between the LRPF Secretariat, Board of Trustees, and wider membership to ensure transparent communication and decision-making.
- Collaborate with all Humanitarian Forums, Sector Working Groups, and Clusters to align key messages and advocacy efforts, securing representation for LRPF in forums such as HCT, SSHF Advisory Board, ICCG, and others.

3. Safety and Security

- Act as a **focal point for security-related information** affecting NGOs implementing LRPF projects in South Sudan.
- Evaluate and disseminate security updates to **LRPF members** to enhance operational safety.
- Coordinate emergency response planning among NGOs and relevant agencies to ensure timely interventions in crisis situations.





4. External Engagement and Representation

- Maintain **strong relationships** with key government ministries, civil society organizations, diplomatic missions, and donor agencies.
- Serve as LRPF's primary representative in **advocacy efforts**, ensuring effective engagement with international and regional stakeholders.
- Liaise with **NGO coordination platforms in neighboring countries** to enhance cross-border collaboration.
- Establish and maintain an **open, collaborative relationship** with LRPF's principal donors to ensure continued funding and support.

5. Networking and Capacity Development

- Act as a **liaison between LRPF and stakeholders**, facilitating communication between **UN agencies, GoSS, donors, and NGO representatives**.
- Represent LRPF in major policy and planning processes such as **UNDAF Technical Working Groups, UN Work Plans, Humanitarian Contingency Planning, and the Consolidated Appeals Process**.
- Collaborate with the **LRPF Board of Trustees Chair and members** to represent the organization in **high-level meetings, multi-donor engagements, and humanitarian coordination forums**.
- Work with the **Board of Trustees** to develop and implement **annual strategic priorities** for the LRPF Secretariat.
- Conduct **policy analysis and develop position papers** on key issues affecting humanitarian response and funding access in South Sudan.
- Ensure that **LRPF members** have an equal voice in planning processes with donors, government, and international agencies.

Qualifications and Requirements

Education & Experience:

1. **For Bachelor's degree holders:** At least **10 years of progressive experience** in relevant sectors such as humanitarian aid, development, and advocacy.
2. **Postgraduate qualifications** in **International Relations, Political Science, Development Studies, Business Administration, or other relevant fields**. The area of specialization is critical to the role, ensuring alignment with LRPF-SS's mission and strategic objectives.
3. Strong **leadership, management, and coordination** experience in multi-agency forums.
4. Proven experience in **fundraising, proposal development, budgeting, and donor relations**.
5. Expertise in **advocacy, policy development, and key messaging documents**.
6. Strong **understanding of the UN system, integrated missions, and humanitarian coordination mechanisms**.
7. Excellent **public speaking, interpersonal, and negotiation skills**.



8. **Fluency in English (written and spoken) is required; proficiency in Arabic is an asset.**
9. Strong analytical, problem-solving, and decision-making abilities.
10. Proficiency in **Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.)**.
11. Experience working in **cross-cultural environments particularly in South Sudan.**

Remuneration

We provide **competitive salaries and performance bonuses** for this position, ensuring alignment with industry standards and experience levels. We provide a **competitive salary pay** for this position, ensuring alignment with industry standards and experience levels.

Application Process

All applications must be sent via email to lrpfssd2022@gmail.com , with a copy to r.rombek1@gmail.com . Applications should be **addressed to the Chairperson, Board of Trustees, LRPf** or **hand-delivered to the LRPf Secretariat Office** at the following address:

Nile Sustainable Development Organization (NSDO)
Hai Tarawa, Block 4, House 279, After Nana Corner Bridge, Munuki Payam,
Central Equatoria State, Juba, South Sudan

Deadline for submission: 7th March 2025 at 11:59 PM.

Required Documents for Application:

Qualified candidates must submit the following documents:

1. **Statement of Intent:** A letter explaining why you want to work for LRPf and why you believe you are the right candidate.
2. **Curriculum Vitae (CV).**
3. **Three (3) Letters of Recommendation** from previous employers **or** three **Professional Referees.**
4. **Copies of academic and professional qualifications.**

