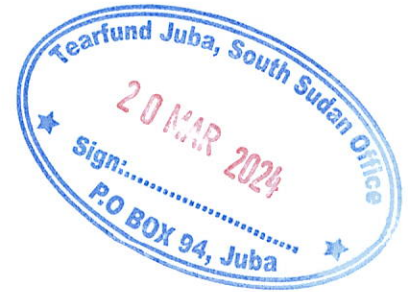


Re-Job Advertisement

Position Title: South Sudan NGO Forum Secretariat Director
Position Type: Expatriate Staff
Location: Juba, South Sudan with frequent field visits
Work Station: Secretariat Office, Juba, South Sudan
Reporting to: Joint Steering Committee chairs



South Sudan NGO Forum:

The South Sudan NGO Forum (SSNGOF) is an independent networking and membership body of National and International NGOs operating in South Sudan. The SSNGOF is not registered with the South Sudan Relief and Rehabilitation Commission as a legal entity and the hosting agency of the SSNGOF is tendered every 4 years. Tearfund is the current Host Agency of the SSNGOF. The Host Agency issues and holds contracts for all national and international staff on behalf of the South Sudan NGO Forum. The SSNGOF Secretariat shares the same building with Tearfund in Juba. The Secretariat Director of the SSNGOF is on Tearfund contract but he/she reports to the two Chairs of the Steering Committees.

The SSNGOF is governed by the Statutes of Operation as amended in March 2020, and its relationship with the Host Agency is governed by the Memorandum of Understanding that is signed between the SSNGOF and the Host Agency. There are two Steering Committees (SC) of the SSNGOF; one for national organizations and one for international organizations. Each committee has 10 members, with the INGO SC having 9 elected members plus the Country Director of the Host Agency (Tearfund). The function of the Host Agency is to work with the SSNGOF Secretariat to implement the SSNGOF activities and support the SSNGOF in implementing the decisions of the Joint Steering Committee and the Annual General meetings.

JOB OVERVIEW

The South Sudan NGO Forum Secretariat coordinates the efforts of the SSNGOF Joint Steering Committee as voted representatives of the South Sudan NGO Forum, which currently includes over 100 international and over 245 national member organizations. The South Sudan NGO Secretariat exists to support and facilitate the operation of NGO's in South Sudan in their work to respond to humanitarian, peace, and development needs, through coordination, information sharing, advocacy, policy/position paper production, government/donor/UN engagement and engagement on other vital issues regarding humanitarian relief, recovery, and development.

The NGO Forum Secretariat Director is a senior management position, reporting to the two Chairs of the Joint Steering Committee, elected from the NGO community who are members. The coordination entails ensuring effective information exchange, representing and advocating on common positions and agreed interests of the NGO Forum members and wider NGO community. The NGO Forum Secretariat Director is also responsible for building and sustaining productive relationships between NGOs, the Government, UN, Donors, and diplomatic missions in the country. The NGO Forum Secretariat Director is also responsible for the general management of the NGO Forum Secretariat and its staff and effective and regular communication on Secretariat performance to the NGO Steering Committees.





KEY RESPONSIBILITIES

The South Sudan NGO Forum Secretariat Director supports the work of the NGO Forum through the following key tasks:

Business Development and Management

1. Develop the resource development strategy for the South Sudan NGO Forum in line with forum objectives and priorities
2. Present funding ideas and concepts to appropriate stakeholders and donors
3. Lead development of technically and financially sound, context appropriate proposals
4. In consultation with the co-chairs, lead negotiations with donors
5. Oversee implementation of approved projects in line with donor requirements

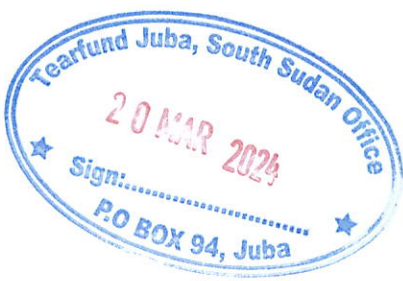
Program Administration and Support

1. Oversee day-to-day implementation of all programs under the remit of the NGOF, providing constructive supervision to the Humanitarian Advisor and Program Managers to implement, monitor, and evaluate work plans as agreed with the Joint Steering Committee.
2. Oversee spending and targets set in project tools, including work plans, spending plans, and procurement plans, ensuring collaboration and coordination with the Host Agency's Supply Chain, Human Resources and IT departments.
3. Chair the monthly Budget versus Actuals (BvA) meetings with the Host Agency's Finance Lead, and in collaboration with the Humanitarian Advisor and Program Managers to address any over/under expenditure issues through jointly developed corrective plans.
4. Support integration across programs, facilitating regular coordination meetings and promoting active collaboration across sectors.

Networking and External Engagement

5. Act as the focal point for information/experience sharing with and among NGOs on relevant issues and work with key Secretariat staff to manage membership processes, mailing lists, and communication products.
6. Maintain a thorough understanding and develop messaging on operational constraints and policy-related issues affecting NGOs in the country as well as broader political developments.
7. Provide a conduit for the UN, the Government of South Sudan, donor representatives, and other stakeholders to communicate and coordinate with NGOs.
8. Participate in important Government, UN, and other policy and planning processes such as the





UNDAF Technical Working Groups, UN Work Plan, Humanitarian Contingency Planning, Consolidated Appeals Process workshops, and Government of South Sudan Sector Working Groups, representing the interests of NGOs.

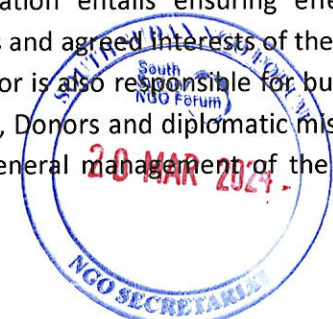
9. Along with the NGO Steering Committees Chair and membership, represent the NGO community at high-level fora including UN forums, multi-donor meetings, and other representative bodies as required.
10. Enabling NGOs to contribute to the Humanitarian, Peace, and Development spaces in South Sudan.
11. Facilitate collaboration between the INGO and NNGO Steering Committees.
12. Provide an accessible first point of contact for general inquiries regarding the work of NGOs in South Sudan
13. Maintain productive relationships with key government ministries/institutions, civil society, foreign and local NGO community, UN Missions, Diplomatic Corps, and other donors to advocate for NGO's operating in South Sudan.
14. Liaise with NGO coordination platforms in neighboring countries and global coordination mechanisms like ICVA and Interaction.
15. Ensure open and collaborative relationship management with the principal donors.
16. Coordinate engagement with key stakeholders on local, national, regional, and international levels to promote the role of NGO members in humanitarian and development processes.

Coordination and Communication

Schedule South Sudan NGO Forum different meetings and NGO Forum Steering Committees meetings, draft agendas in consultation with the chairs of the Steering Committees, invite external speakers and follow up on relevant action points

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Forum Secretariat and its staff and effective and regular communication on Secretariat performance to the NGO Steering Committees. This position will line manage the senior members of the Secretariat staff.

PERSON SPECIFICATION

JOB TITLE: South Sudan NGO Forum Secretariat Director

	ESSENTIAL	DESIRED
QUALIFICATIONS	<ul style="list-style-type: none"> Postgraduate qualifications in international relations, political science, development or other relevant fields. 	<ul style="list-style-type: none"> Demonstrated coordination experience in multi-agency forums.
EXPERIENCE	<ul style="list-style-type: none"> Minimum seven years of progressive international experience working with UN, NGOs and/or Donor agencies preferably with experience in post-conflict contexts Previous work experience in South Sudan preferred. Experience of fragile and conflict affected states is required preferably in the Region Significant experience in the development of advocacy, policy and key messaging documents. Strong understanding of the UN system, integrated missions, the Humanitarian Reform and principles of the Transformative Agenda. 	<ul style="list-style-type: none"> Previous experience of working with INGO in Similar role,
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Demonstrated leadership and management skills. Documented skills in developing proposals, budgets and reports. Significant understanding of complex emergencies and crisis contexts. Proven communication, public speaking, interpersonal and negotiation skills. Fluency in written and spoken English is required. Ability to work and create efficiently and effectively working and professional relationship with all stakeholders including government institutions 	<ul style="list-style-type: none"> Report writing skills, Interpersonal relations
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed to Mission, Values and Beliefs of the Forum 	<ul style="list-style-type: none"> Understanding the local context, culture and





		practices
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- OTHER COMMENTS:
- All roles require a DBS/Police check
- Tearfund is a member of the SCHR Misconduct Disclosure Scheme
- Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure

How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter only in English as well as Tearfund application form- attached with the Job Advert, Located in ECSS Compound, Hai Jerusalem detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org the subject matter of your email should be the title of the job you are applying for.

- Closing date for receiving applications is 5th April 2024 at 5:00pm CAT.

NB:

- Candidates who have initially applied for the same role are requested NOT to apply again.
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications. **Only short-listed candidates will be notified.**

