

South Sudan Human Rights Defenders Network (SSHRDN)

19th October 2021

Job Advert

Program Development Officer

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South Sudan Human Rights Defenders Network (SSHRDN) is a non-profit, non-political civil society network that is identified by the Relief and Rehabilitation Commission (RRC) with the registration number 2284. It is a coalition of civil society organizations and individuals working to protect promotion of human rights in South Sudan. SSHRDN was established as an independent entity partnering with international and regional Human Rights Power Houses. SSHRDN is based in Juba but has reach across South Sudan. This position is to support the available capacity of the secretariat in reaching the organization's main objective.

Reporting to Head of secretariat/Coordinator.

Job Purpose

The role of the Program Development Officer (hereafter referred to as PDO) will provide strategic direction to ensure the network seeks to promote the participation of human rights based civil society organizations to research, analyze and pursue strategic interventions through advocacy, campaign to promote and protect human rights defenders in South Sudan.

The South Sudan Human Rights Defenders Network sets out to achieve human rights defenders in South Sudan recognized as essential actors in the struggle for the spread of human rights and enjoy freedom and security to undertake their legitimate activities. The PDO therefore will have a crucial role in the overall management of the network's programs.

Main duties and responsibilities

Support the SSHRDN team in defining program development strategy, preparing proposals for donors and negotiating contracts.

- Contribute substantively to developing and adapting the organization's fundraising strategy
- Use a process to ensure that groups are aligned on project process, selection, priority, and execution.
- Establish and maintain positive relationships with donors and potential donors
- Developing new programs to support the strategic direction of the organization. Coordinating with different partners, departments and stakeholders in developing new programs for the

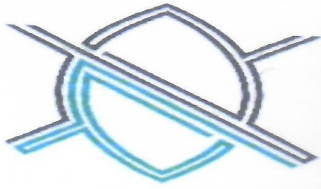
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network. This include but not limited to, joint campaigns with other organizations, trainings, advocacy programs etc. He/she will take the lead on behalf of the network in developing the concepts.

- Assist the Head of Secretariat/Coordinator in writing program funding proposals to guarantee uninterrupted delivery of services.
- Analyzing program risks. While coordinating with the support staffs, he/she will ensure all the network programs are risk analyzed.
- Proactively follow-up with the donors following proposal submission to monitor progress, answer questions and amend submission as necessary
- Conduct and assist in the negotiations of donor contracts – within parameters agreed with the Steering Committee, Coordinator, and programmatic staff. Ensuring that costs including overheads are recovered, that SSHRDN systems are capable of generating the compliance information required by the contract, and that SSHRDN's best interests are represented.
- Help programme colleagues ensure that all project costs are included in budgets – where necessary by submitting proposals to more than one donor

Grants Management

- Support growth and program development. Taking lead in post program/activity evaluation, whereas he/she will determine how best to approach the next phase of the program.
- Maintain orderly files, and involve all internal stakeholders in communications on fundraising issues
- Prepare handover files for programmes and finance staff following the successful negotiation of donor contracts, ensuring that salient information regarding grant management is clearly flagged and communicated, and that all relevant paperwork is made available.
- Convert donor budgets into internal budget formats, using budget lines which allow the SSHRDN accounting system to be used to generate donor finance.
- Assist programmes in interpreting the terms of, and in re-negotiating ongoing donor contracts when requested.

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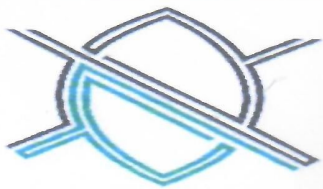
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Reporting

- Keep updated records and create reports. Records basically of the network members' updated list, monthly reports, steering committee meeting minutes etc. He/she is also responsible of filing all the necessary paperwork of the network as well as producing timely reports.
- Write/edit narrative donor reports.
- Liaise with the finance department in regards to financial reporting to ensure that financial reports are submitted on time, in adherence with financial reporting requirements, and that they correspond to the narrative reports.
- Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects.

Monitoring & Evaluation

- Assist in the process of rolling out M&E tools to the field, and provide field teams with technical support to implement them. This may include conducting workshops for staff on monitoring, evaluation and reporting.
- Monitor project outputs, track progress towards indicators and measure impact of projects.
- Design and implement data management system for routine program monitoring.

Other

- Ensuring implementation of policies and practices. Including orienting new staffs on the available policies and practices. He/she will be the custodian of the network's policies while ensuring compliance with program regulations.
- Help build positive relations within the team and external parties, including arranging and spearheading periodic network member visits.

Undertake other tasks reasonably expected of her/him.

Qualifications and other requirements:

Experience and Knowledge

- Excellent English oral and written communication skills, including ability to analyse and present a cogent argument both in writing and orally.



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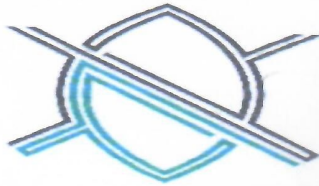
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- Significant experience establishing and maintain donor relationships.
- Track record of developing successful proposal packages, including narrative, logframes and budgets.
- Significant experience developing narrative donor reports under minimal supervision.
- Experience tracking donor trends and opportunities.
- Experience developing, implementing and utilizing M&E tools.
- Experience negotiating contracts with donors and managing grants.
- Experience of managing and prioritizing a high workload with a flexible approach to changing environments.
- Advanced knowledge of Microsoft Word and Microsoft Excel.

Skills

- Ability to set priorities, solve problems and analyze data
- Ability to work and meet strict deadlines
- Ability to manage information with discretion
- Attention to detail
- Ability to be creative and innovative in generating new ideas and undertaking research
- Ability to work effectively and diplomatically in a multi-cultural environment
- Ability to be a collaborative team player, willing to proactively help colleagues
- Flexibility and adaptability
- Comfortable living and working in highly fluid and insecure environment

Interested applicants should submit an application consisting of:

- Resume (tailored to the roles as specified above, highlighting relevant experience and achievements) and contact details for three referees (who will not be contacted without your authority);
- Cover letter explaining why you feel you should be considered for the position of the Program Development Officer. You can send your application to: admin@sshrdn.org Cc jbilal@sshrdn.org or hand deliver to CEPO offices, Hai Nheem, Women Union Compound **by November 5th 2021**

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