



**NILE SUSTAINABLE
DEVELOPMENT ORGANIZATION
SOUTH SUDAN PROGRAMME**

ADDRESS

P. O. BOX 584, HAI TARAWA BLOCK 5,
HOUSE 279, AFTER NANA CORNER BRIDGE
JUBA – SOUTH SUDAN

TELEPHONE:

+211 915619581

+211 925396380

+211 928416545

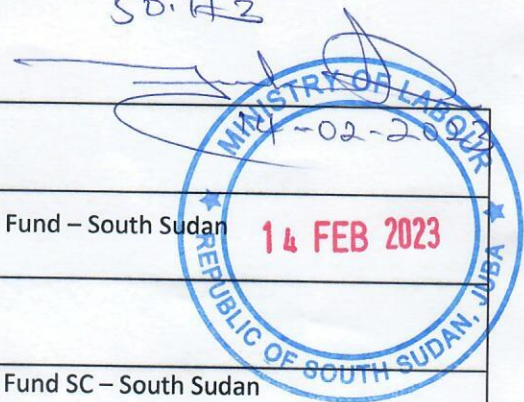
EMAIL: nilesustainabledevelopmentorg@gmail.com

WEBSITE: WWW.NSDO-SS.ORG

VACANCY NOTICE

JOB TITLE	Fund Manager
DEPARTMENT	Fund Secretariat/ Local Response Pool Fund – South Sudan
LOCATION	Juba, South Sudan
REPORTING TO	Fund Secretariat/ Local Response Pool Fund SC – South Sudan
OVERALL PURPOSE	<p>The Local Response Pool Fund South Sudan (LRPF-SS) is a local pool fund created by National Non-Governmental Organizations (NNGOs) and Civil Society Organizations in South Sudan with support from Save the Children International, Care International, CAFOD & Trocaire, Tearfund, Christian Aid and the South Sudan NGO Forum with the vision to deliver more relevant, effective and mutually accountable humanitarian assistance, by optimizing the strengths and the capabilities of national organizations, in collaboration with international organizations and other stakeholders.</p> <p>LRPF-SS's objective is to set-up its operational structure for the pool fund; increase availability of funds for rapid local humanitarian action (emergencies and protracted recovery through different granting cycles and channels to rapidly meet the needs and gaps of the affected communities; document success, challenges, opportunities and learning of localization through action by local entities and especially as a channel through which local NGO's can directly reach donors</p> <p>The Fund Secretariat of the Local Response Pool Fund – South Sudan is hosted at the Nile Sustainable Development Organization (NSDO) Juba office. The LRPF-SS Fund Secretariat staff will be recruited by NSDO but will work for the LRPF-SS Fund Secretariat.</p>

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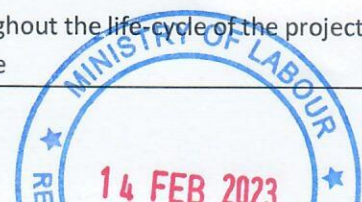
	<p>The LRPF-SS is advertising to recruit a South Sudanese national for the position of Fund Manager in the Fund Secretariat to lead the implementation of the LRPF-SS core activities.</p>
<p>COMPETENCIES & PROFESTIONALISIM</p>	<p>Sound knowledge of and exposure to a range of humanitarian assistance, emergency relief and related human rights issues, to include approaches and techniques to address difficult problems; strong analytical capacity and in particular the ability to analyse and articulate the humanitarian and protection dimension of issues which require coordinated response; ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems; strong research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights and protection situation in assigned country/area; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); ability to provide guidance to new/junior staff; take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.</p> <p>Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.</p> <p>Accountability: Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p> <p>Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; designs solutions and basis recommendations on the principles of usability; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients' informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.</p>



MAJOR RESPONSIBILITIES

Within delegated authority, the Fund Manager will be responsible for the following duties:

- Oversee the establishment and operations of the Fund secretariat, Working-groups, committees and contracting of the Technical committee
- Supervise the day to day operations of the Fund Secretariat and coordinating with the relevant set up Committees in ensuring timely execution of activities/tasks are undertaken within the stipulated time periods and within the project budget
- **Responsible to ensure there is complete**, accurate and updated list of all LRPF-SS local partner members
- Design and roll out the risk management and compliance strategy of the fund
- Ensure compliance with any other requirements stemming from the LRPF-SS, grant agreements and guidelines and participate in training activities accordingly
- Support and implement standardized policy in line with Steering Committee guidance and decisions
- Send a call out for proposals to all local partners and spearhead the review and selection process based on the set guidelines, criteria, rules and regulations
- Review grant agreements together with Technical committees members to ensure accuracy, consistency, reasonableness, compliance with the Local Response Pool Fund - South Sudan
- Manage and supervise Fund-related support staff
- Lead on fund reporting and communication processes ensuring necessary coordination with relevant counterparts; local and international actors and UN agencies
- Liaise with local partners as well as the clusters and local authorities to follow up on project progress and overall fund progress
- Ensure coordination and information exchange with humanitarian donors aiming to promote coordinated and complementary use of funds
- Maintain complete, accurate and updated detailed list of implementing partner disbursements and review and advise on budget amendments or no-cost extension requests
- Ensure compliance with monitoring and reporting systems in place for the Fund
- Systematically provide information on project status to the Steering Committee, donors and relevant stakeholders of the Fund
- Ensure timely overall project reporting, including acting as the lead for the pooled fund final report exercise
- Organize spot-checks in line with the operational modalities and contribute to the quality assurance of the final reports
- Assist in the preparation of evaluations or other research activities and studies Analysis
- Conduct periodic field visits to collect stories, information and data for communications and reporting purposes
- Research, analyse and present humanitarian financing information, in particular funding trends and requirements, gathered from diverse sources
- Liaise with and provide necessary support to local partners throughout the life-cycle of the projects, promoting coherence between humanitarian needs and response





- Document and disseminate results, best practices and results of the Fund across internal and broader audiences through information and communication products/pieces (i.e. bulletins, feature stories, photographs/videos, web-sites, etc.)
- Organize the work of the Finance controller under the supervision of the Fund Custodian
- Stay up-to-date on documents/reports/guidelines that have bearing on matters related to programme and/or budgets
- Perform other duties as assigned by the LRPF-SS Steering Committee

MINIMUM QUALIFICATIONS/ EXPERIENCE

- An advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international development studies, economics or related field, is required. A first-level university degree in combination with five additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Minimum of five years of progressively responsible professional experience in humanitarian or development affairs, emergency preparedness, crisis/emergency relief management, project management and budget management are required
- Experience in emergency setting, working with Pooled Funds' CBPF funded NGO is desirable
- Experience in humanitarian financing, e.g. grant management, fundraising, and donor relations for the humanitarian programs is required
- Experience in humanitarian emergencies in the field is required
- Experience in direct project management, monitoring and evaluation, and project supervision is desirable.
- Experience in the design of policies and guidelines pertaining to humanitarian assistance is desirable.

SKILLS/ATTRIBUTES

- English is the working language for LRPF-SS Fund Secretariat. For the position advertised, fluency in English is required. Knowledge of Arabic is desirable
- Excellent analytical and logic skills
- Self-starter and independent thinker, but willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationships.
- Able to work under pressure and with people from diverse cultures.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Excellent oral and written communication skills (English and Arabic).
- Committed to NSDO core values as a Christian organization.

WORK CONDITIONS

Based in Juba. The position requires occasional travel to field offices or other LRPF locations for trainings or meetings

JOB COMMITMENT	
OPENING DATE	14 February 2023
DURATION OF COMMITMENT	LRPF operates on one-year contracts. However, this contract is for 6 Months with 3 months' probation with possibility of extension pending satisfactory performance and funds.

SUBMISSION OF APPLICATION	
CLOSING DATE	6 th March 2023
ADDRESS	All applications should be submitted electronically to <i>The Secretariat of the LRPf-SS Steering Committee</i> lrpfssd2022@gmail.com . With copy to R.Rombek1@gmail.com , applications can also be dropped off at Nile Sustainable Development Organization (NSDO), Hai Tarawa Block 5, house number 279, after Nana Corner Bridge, Juba South Sudan, before closing date of 6th March, 2023 by 5:00 PM . (Please use reference code "Fund Manager - Juba – Vacancy" in the subject line.)
OTHER INFORMATION	<p>Please provide the following when applying for this post:</p> <ol style="list-style-type: none"> 1. Application letter 2. Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, contact details, and names of three references; 3. Experience certificates; 4. Copy of birth certificate, passport or other relevant identification document. <p>LRPF-SS is an equal opportunity employer. LRPF-SS prohibits discrimination and harassment of any type and affords equal opportunities to employees and applicants without regard to race, colour, religion, sex, disability status</p> <p>Nile Sustainable development organization will undertake background checks of the selected applicant</p> <p>Please note that: Female Candidates are encouraged to apply!</p> <p>Only short-listed candidates will be contacted.</p>



NSDO IS A SMOKE AND DRUG FREE ENVIRONMENT

