



25th August 2025



### Job Advertisement

<b>Job Title</b>	Partnership & Grants Officer
<b>Number of Position</b>	One (1)
<b>Reports to</b>	Project Director / Finance & Operations Manager
<b>Location</b>	Juba - South Sudan
<b>Contract Type</b>	Fixed-term for 5 years, aligned with project funding
<b>Duration</b>	5 years
<b>Salary</b>	Competitive and commensurate with experience
<b>Vacancy Open</b>	25 <sup>th</sup> August 2025
<b>Vacancy Close</b>	12 <sup>th</sup> September 2025

### About Us

YOUR AID FOR HEALTH (YAH) is a Women-Led National NGO founded in 2015 and registered with South Sudan's Relief and Rehabilitation Commission (RRC) in May 2023. Headquartered in Maridi County, Western Equatoria State, with a Central Coordination office in Juba, YAH operates nationwide to deliver locally driven, sustainable humanitarian solutions for women, children, refugees, IDPs, and vulnerable communities. Rooted in the Humanitarian Development Peace Nexus, YAH responds to emergencies, strengthens health systems, and fosters social cohesion through inclusive, community-based programming. Our work spans research, emergency outreach, maternal and child health, WASH, mental health, FSL and epidemic preparedness always guided by values of equity, integrity, empowerment, and resilience. From crisis response to long-term development, YAH remains committed to building healthier, more dignified lives for all.



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Plot 200 Block II, Near Nadagoli Church

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Plot 49 Block 11,

This role supports a transformative initiative funded by the Wellcome Mental Health Award, focused on developing and scaling early interventions for youth experiencing anxiety, depression, and psychosis. The project brings together clinical, community, and policy partners to deliver sustainable mental health solutions.

The Partnership & Grants Officer will be responsible for managing donor relations, coordinating partner contributions, and ensuring compliance with grant requirements to support the project's strategic and operational success.

### **Role Purpose**

The Partnership & Grants Officer will oversee grant administration, donor reporting, and partner coordination. This includes supporting proposal development, ensuring contractual compliance, and maintaining strong relationships with funding agencies and implementing partners.

### **Key Responsibilities**

#### **1. Donor Relations & Reporting**

- Serve as the primary point of contact for donor communications and grant-related inquiries.
- Prepare *timely and accurate donor reports, including financial and narrative updates.*
- Track grant deliverables, milestones, and reporting schedules to ensure compliance.

#### **2. Proposal Development & Compliance**

- Support the development of funding proposals, budgets, and supporting documentation.
- Ensure proposals align with donor guidelines and institutional policies.
- Monitor grant agreements to ensure adherence to terms, conditions, and performance indicators.



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### 3. Partner Coordination & Agreements

- Facilitate collaboration among implementing partners, including NGOs, academic institutions, and government agencies.
- Draft, review, and manage Memoranda of Understanding (MOUs), sub-grant agreements, and partnership contracts.
- Monitor partner contributions, deliverables, and reporting obligations.

### 4. Grant Administration & Documentation

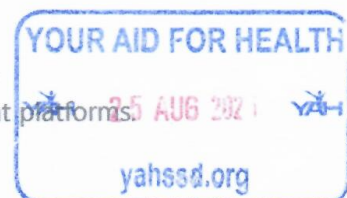
- Maintain organized records of grant documents, correspondence, and financial reports.
- Support audits, evaluations, and donor reviews by providing required documentation.
- Assist in budget tracking, forecasting, and financial reporting in collaboration with finance teams.

### 5. Strategic Engagement & Capacity Building

- Identify new funding opportunities and support resource mobilization efforts.
- Build internal capacity on grant management, donor compliance, and partnership development.
- Contribute to sustainability planning and long-term donor engagement strategies.

### Required Qualifications

- Bachelor's or Master's degree in Development Studies, Business Administration, Public Health, or a related field.
- Minimum 5 years of experience in grants management, donor relations, or partnership coordination.
- Strong understanding of donor compliance frameworks (e.g., Wellcome Trust, EU, UN).
- Excellent writing, budgeting, and organizational skills.
- Proficiency in Microsoft Office and grant management platforms.



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## Desirable Skills & Experience

- Experience working in mental health, youth development, or public health projects.
- Familiarity with contract negotiation and legal review processes.
- Ability to manage multiple deadlines and stakeholders with diplomacy and precision.
- Knowledge of fundraising strategies and donor landscape in global health.



## How to Apply

Interested candidates should submit an updated CV using the template provided, cover letter, and contact details for two referees to [recruitment@yahssd.org](mailto:recruitment@yahssd.org) and hand deliver to YAH at Khor William, Lologo Residential Area Plot 49 Block 11 by **12<sup>th</sup> September 2025**. Only shortlisted applicants will be invited for interview.

### Further information:

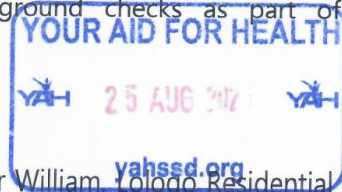
We appreciate your application; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks after the closing date of the application, we regret that your application has been unsuccessful. Please continue, however, to periodically view the NGO forum website for suitable opportunities that will present from us or other agencies.

### Equal Opportunity:

YAH is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate based on age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.

### Safeguarding:

YAH's capacity to ensure the protection of and assistance of communities, IDPs, Refugees and other vulnerable persons depend on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to YAH's values and code of conduct. Safeguarding and Anti – Corruption policies including safeguarding against sexual exploitation, abuse and harassment. YAH conducts thorough and comprehensive background checks as part of the recruitment process.



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