Vacancy Notice: Business Development, Partnerships and Grants Officer

Reference Number: BDP/GO/CORWADO/06-2026

Job title	Business Development, Partnerships and Grants Officer
Department/Unit	Business Development and Partnerships
Vacancy reference	BDP/GO/CORWADO/06-2026
Reports to	Business Development and Partnerships Lead (BD&PL)
Duty station	Juba, South Sudan, with frequent travel to programme locations
Contract type and duration	1-year fixed-term contract, including 3 month probation period
Grade and remuneration	Grade C1, in accordance with CORWADO's approved salary
Expected start date	4th January 2027
Application deadline	20th November 2026 at 4:30PM, South Sudan time (CAT)

Introduction:

Consortium of Rural Women for Agribusiness Development Organization (CORWADO) is a women-led national non-governmental organization established in 2022 and registered with South Sudan's Relief and Rehabilitation Commission under Registration No. 5164. CORWADO works to improve livelihoods, strengthen community resilience and expand economic opportunities, particularly for rural women, young people and smallholder farming communities. Its programming covers food security and livelihoods, sustainable agriculture, agribusiness, market systems development, financial inclusion, women's economic empowerment, peacebuilding and community-led recovery. Headquartered in Juba, Central Equatoria State, CORWADO has programme experience in Magwi County, Eastern Equatoria State, and Wau and Jur River counties, Western Bahr el Ghazal State. CORWADO connects humanitarian assistance and early recovery with longer-term resilience and sustainable development. Its approach emphasizes locally led solutions, inclusive economic participation and stronger community institutions. It collaborates with government institutions, humanitarian and development organizations, civil society, private-sector actors and communities.

Job Profile and Purpose

CORWADO seeks a motivated and capable Business Development, Partnerships and Grants Officer to support resource mobilization, programme development, partnership coordination and grants administration. Reporting to the Business Development and Partnerships Lead (BD&PL), the Officer will identify funding opportunities, contribute to competitive proposals, support donor and partner engagement, and maintain systems for tracking applications, agreements and reporting obligations. The role will support CORWADO's existing programmes and the development of opportunities in prospective geographic areas. The Officer will work closely with Programmes, Finance, Monitoring, Evaluation, Accountability and Learning (MEAL), Operations and field teams to ensure that funding applications and grant-related deliverables are accurate, timely and aligned with CORWADO's strategy, community priorities and donor requirements.

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APPROVED
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Key Roles and Responsibilities

1. **Business Development and Funding Research.**
   - Conduct donor mapping and funding research, tracking priorities, eligibility requirements, geographic interests and emerging opportunities.
   - Assess opportunities against CORWADO's strategy, technical expertise, operational presence and implementation capacity.
   - Prepare opportunity briefs outlining funding ceilings, deadlines, application requirements, potential partnerships, risks and recommended actions.
   - Maintain accurate donor databases, funding pipelines and submission calendars, supporting resource mobilization planning and funding forecasts.
   - Track application outcomes and donor feedback to improve future submissions and organizational positioning.

2. **Programme and Proposal Development.**
   - Coordinate proposal workplans, departmental contributions and internal deadlines under the guidance of the Business Development and Partnerships Lead (BD&PL).
   - Draft concept notes, expressions of interest, proposals, prequalification applications and supporting documents.
   - Gather and synthesize evidence from programme teams, field offices, assessments and community consultations to inform relevant and feasible programme designs.
   - Work with Programmes and MEAL to develop theories of change, results frameworks, indicators and monitoring arrangements.
   - Coordinate with Finance to ensure proposal budgets reflect planned activities, staffing, operational requirements and appropriate organizational support costs.
   - Integrate gender equality, disability inclusion, safeguarding, protection, conflict sensitivity, environmental sustainability and community accountability into applications.
   - Maintain compliance checklists and assemble complete submission packages, including narratives, budgets, annexes and institutional documents.
   - Consolidate internal review comments and support timely submission following the required authorization.

3. **Partnership Development and Coordination.**
   - Identify and profile prospective partners, including NGOs, government institutions, research organizations, financial-service providers, businesses and relevant networks.
   - Assess areas of complementarity between partner capabilities and CORWADO's strategic priorities.
   - Support introductory meetings, technical exchanges, consortium discussions and approved partnership initiatives.
   - Prepare capability statements, briefing notes, presentations and partnership correspondence.
   - Coordinate due-diligence documentation and support the preparation and review of partnership agreements with responsible departments.
   - Maintain a partnership register covering contacts, engagement history, agreements, responsibilities and renewal dates.
   - Track agreed actions and support equitable, locally led collaboration, escalating concerns to the BD&PL.

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4. **Grants Administration and Compliance Coordination.**
   - Maintain a grants register covering funding sources, approved budgets, implementation periods, contractual conditions, reporting schedules and amendments.
   - Prepare grant summary sheets and support inception meetings and handovers from proposal development to implementation.
   - Communicate relevant donor requirements to responsible teams and maintain grant compliance checklists.
   - Track deliverables and deadlines, flagging potential delays, documentation gaps and compliance concerns.
   - Coordinate grant documentation across Programmes, Finance, MEAL, Operations and field teams.
   - Support grant reviews and the preparation of amendments, budget revisions, no-cost extensions and other contractual requests.
   - Maintain records of donor approvals and contractual changes, and support audits and grant close-out.

5. **Donor Reporting and Communication.**
   - Maintain reporting calendars and coordinate timely collection of narrative inputs, verified results and supporting evidence.
   - Compile and edit assigned donor reports, clearly presenting achievements, challenges, corrective actions and lessons learned.
   - Check consistency between narrative reports, approved results frameworks, workplans and financial inputs, referring discrepancies to responsible departments.
   - Prepare routine donor correspondence, progress summaries and responses to queries for management review and authorization.
   - Track outstanding donor requests and maintain complete communication records.
   - Support compliance with donor acknowledgement, branding and visibility requirements, observing consent, safeguarding and confidentiality standards.

6. **Information Management and Organizational Positioning.**
   - Maintain secure, organised and accessible proposal, partnership and grant records, with appropriate access controls and version management.
   - Coordinate updates to institutional profiles, registration documents, policies, programme summaries and other application materials.
   - Work with Programmes, MEAL and communications colleagues to organize verified results, assessments, success stories and evidence of organizational capacity.
   - Prepare evidence-based capability statements, technical briefs and donor presentation materials.
   - Document relevant innovations, digital initiatives and emerging programme approaches for future funding and partnership opportunities.
   - Produce regular updates on the funding pipeline, proposal progress, partnership actions and grant obligations.

7. **Learning and Internal Coordination.**
   - Participate in programme, partnership and grant review meetings to identify emerging needs, implementation lessons and future funding opportunities.

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- Document and apply lessons from funding applications, donor feedback, partnership engagements and grant administration.
- Support colleagues and partners to use approved proposal templates, reporting formats, donor guidance and compliance tools.
- Prepare meeting materials and action trackers, following up on agreed responsibilities.
- Facilitate information-sharing across departments and field teams to support timely delivery.
- Escalate coordination challenges, unresolved actions and risks requiring management attention.
- Undertake other reasonable duties relevant to the role, as assigned by the BD&PL.

Expected Outputs

Expected Output	Quality and Performance Standard
Funding pipeline and opportunity briefs	Accurate donor database, funding pipeline and application calendar, updated regularly. Opportunity briefs clearly assess strategic fit, eligibility, funding ceilings, deadlines, risks and recommended actions.
Proposals and application packages	Complete, coherent and donor-compliant applications, incorporating coordinated technical inputs, results frameworks, validated budgets and required annexes, prepared within agreed internal deadlines for authorised submission.
Partnership register and documentation	Current partner profiles, due-diligence records, engagement notes and agreements, with responsibilities, action points and renewal dates clearly recorded and followed up.
Grants register and reporting calendar	Accurate records of grant conditions, deliverables, reporting deadlines, approvals and amendments, with upcoming obligations and potential compliance concerns flagged promptly.
Donor reports and correspondence	Clear, evidence-based reports and communication materials, supported by verified results and checked for consistency with financial inputs, prepared on time for management review and authorisation.
Institutional profiles and funding materials	Updated organisational profiles, capability statements, project summaries and donor presentations that accurately communicate CORWADO's expertise, results and operational capacity.
Grant files and close-out records	Complete, secure and version-controlled records, including agreements, approvals, reports, correspondence and close-out documentation, accessible to authorised staff.
Progress updates and Learning records	Regular summaries of funding opportunities, application progress, partnership actions and reporting obligations, with lessons and outstanding issues documented for follow-up.

Authority and Accountability

The Business Development, Partnerships and Grants Officer reports directly to the Business Development and Partnerships Lead (BD&PL) and is accountable for the quality, accuracy and timely completion of assigned responsibilities.

- **Supervision and work planning:** Work within priorities agreed with the BD&PL, exercising initiative and professional judgement while seeking guidance on matters outside delegated authority.

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- **Quality of deliverables:** Ensure assigned proposals, funding research, partnership documents, grant records and reporting materials are complete, accurate and prepared within agreed deadlines.
- **Approvals and submissions:** Obtain the required technical, financial and management clearance before submitting funding applications, donor reports, budgets or contractual requests.
- **External representation:** Undertake routine donor and partner engagement within delegated responsibilities. Formal negotiations, agreements and binding institutional commitments require management authorization.
- **Departmental accountability:** Programmes retains responsibility for technical design and delivery; MEAL for monitoring standards and results verification; and Finance for budget validation, financial controls and financial reporting. The Officer coordinates inputs, documentation and follow-up without replacing these responsibilities.
- **Risk identification and escalation:** Promptly flag submission risks, reporting delays, documentation gaps and potential contractual or compliance concerns to the BD&PL and relevant departments.
- **Confidentiality and professional conduct:** Protect sensitive information, maintain reliable records, disclose conflicts of interest and comply with CORWADO's safeguarding, ethical conduct and information-management requirements.

Specific work priorities, performance targets and reporting frequencies will be agreed with the supervisor and reviewed through CORWADO's performance management process.

Minimum Qualifications and Experience

Essential requirements:

- A bachelor's degree in Development Studies, Business Administration, International Relations, Economics, Project Management or a related field from a recognized institution.
- At least Five (5) years of relevant professional experience in business development, resource mobilization, proposal development, partnerships, grants administration or a closely related function.
- Demonstrated experience contributing to concept notes, expressions of interest, funding proposals or other donor applications.
- Experience researching funding opportunities, interpreting donor guidelines and coordinating inputs from multiple departments or partners.
- Working knowledge of grant conditions, reporting requirements, compliance tracking and grant documentation.
- Familiarity with theories of change, logical frameworks, indicators and the relationship between programme activities and budgets.
- Strong written and spoken English, including the ability to prepare clear proposals, reports and professional correspondence.
- Proficiency in Microsoft Word, Excel and PowerPoint, with experience maintaining databases, trackers and organized electronic records.
- Willingness to undertake field travel in accordance with CORWADO's security procedures.

Desirable requirements:

- Experience supporting funding applications or grants involving institutional donors, UN agencies, foundations or international NGOs.
- Experience with consortium applications, partnership assessments or donor reporting.

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- Knowledge of South Sudan's humanitarian and development context and locally led programming.
- Familiarity with food security, livelihoods, agriculture, market systems development, climate resilience or women's and youth economic empowerment.
- Knowledge of Arabic or relevant local languages.

Required Skills, Competencies and Personal Attributes

A. Technical and Professional Competencies:

- **Proposal writing and communication:** Ability to produce clear, persuasive and well-structured funding applications, reports, correspondence and institutional documents.
- **Research and analysis:** Ability to interpret donor priorities, assess funding opportunities and translate findings into practical recommendations.
- **Programme development:** Understanding of needs-based programme design, theories of change, results frameworks and performance indicators.
- **Budget and grants literacy:** Ability to interpret proposal budgets, check consistency with planned activities and track grant conditions in collaboration with responsible departments.
- **Planning and coordination:** Ability to manage competing deadlines, coordinate departmental inputs and follow up systematically on outstanding actions.
- **Information management:** Ability to maintain accurate databases, funding trackers and secure, organized electronic records.
- **Quality assurance:** Strong attention to detail when checking application requirements, supporting evidence, reporting accuracy and document completeness.

B. Interpersonal Competencies and Personal Attributes:

- **Relationship building:** Establishes constructive professional relationships with colleagues, donors, partners and other stakeholders.
- **Teamwork:** Works collaboratively across departments and field locations, respecting different expertise and perspectives.
- **Initiative and problem-solving:** Anticipates challenges, identifies opportunities and proposes practical solutions within delegated responsibilities.
- **Professional judgement:** Recognizes sensitive issues, assesses risks and seeks guidance or approval when required.
- **Integrity and confidentiality:** Handles information responsibly, declares conflicts of interest and maintains accurate, honest records.
- **Adaptability and learning:** Responds constructively to feedback, changing priorities and evolving donor requirements.
- **Respect and inclusion:** Demonstrates cultural sensitivity and commitment to gender equality, disability inclusion and locally led development.

HOW TO APPLY

Interested candidates should submit an application letter, updated CV, copies of relevant academic and professional certificates, and a copy of their national ID through either of the following methods:

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Email submission: Send your application to recruitment@corwado.org, clearly indicating the position title, vacancy reference number and your full name in the subject line. **Example:** Business Development, Partnerships and Grants Officer - BDP/GO/CORWADO/06-2026 (Your Full Name)

Hard-copy submission: Place your application in a sealed envelope clearly marked with the position title and vacancy reference number on the top left corner, and deliver it to:

Human Resources/Recruitment Department:
Consortium of Rural Women for Agribusiness Development Organization (CORWADO)
Gudele Road, Block 9, adjacent to Pity Oil Petrol Station, 200 meters off Block 5 Road, opposite George New Pharmacy Juba, South Sudan.

For directions or enquiries: +211982374001, +211 923085544

Application deadline: 20th November 2026 at 4:30PM, South Sudan time (CAT). Applications will be reviewed on a rolling basis, and interviews may begin before the closing date. Candidates are encouraged to apply early. Only shortlisted applicants will be contacted.

This position is open to qualified national. Female candidates are strongly encouraged to apply and will be given priority where candidates demonstrate equivalent qualifications, experience and suitability for the role.

Safeguarding and Professional Conduct:

CORWADO is committed to protecting communities, staff and partners from harm and providing a safe, respectful and inclusive working environment. The successful candidate must:

- Adhere to CORWADO's Code of Conduct, safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), child protection and other applicable policies.
- Uphold integrity and ethical standards in funding applications, donor engagement, partnership development and grants administration.
- Maintain confidentiality and handle organizational, donor, partner and community information responsibly.
- Obtain appropriate consent and authorization before using programme stories, photographs or personal information.
- Promptly report suspected misconduct, safeguarding concerns and actual or potential conflicts of interest through established reporting channels.

Pre-Employment Checks:

Appointment is subject to satisfactory professional references, verification of qualifications and employment history, and other relevant checks under CORWADO's recruitment procedures. Candidates must provide accurate and complete information throughout the selection process. Material misrepresentation may result in disqualification or withdrawal of an employment offer. Applicant information will be treated confidentially and used solely for recruitment and related verification purposes.

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