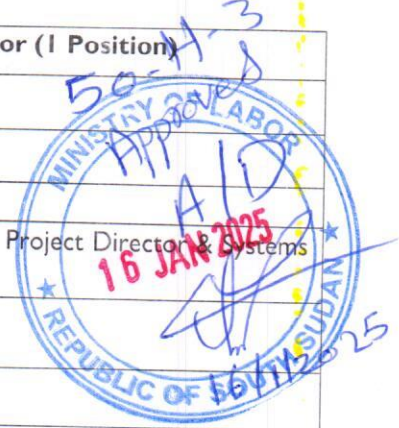




JOB ADVERTISEMENT

Job Title:	THRIVE Compliance & Partnership Coordinator (1 Position)
Location:	Juba
Recruitment Status	National- non-relocatable
Project	THRIVE Project
Reports to:	Grants Coordinator with dotted line to the THRIVE Project Director & Systems Director
Technical Support	Global Compliance Advisor
Posting Date	16th January 2025
Closing Date	5th February 2025



General Description of the Programme

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. Currently GOAL works in Twic County in Warrap state, Abyei/Agok in Abyei administrative Area, Renk & Ulang Counties in Upper Nile state, & Kajo Keji County in Central Equatoria state.

The THRIVE programme aims to bolster resilience in conflict and climate affected communities in Greater Upper Nile (GUN). Targeting eight priority counties in Upper Nile, Unity and Jonglei States over four years, THRIVE will reach approximately 120,000 households with gender-responsive and inclusive livelihoods development, market system strengthening, financial inclusion, women's economic empowerment, climate adaptation, and social cohesion activities. THRIVE is a project led by GOAL, in partnership with Mercy Corps, CAFOD, and VSF-Suisse, and other local implementing partners.

Job Purpose

Reporting to the THRIVE Project Director, the purpose of this role is to increase GOAL's capacity to engage with strategic partners, promoting and modelling effective partnership approaches with THRIVE project partners and local actors while ensuring the compliance with donor's regulations. Acting as a focal point to ensure consistent collaboration with strategic partners, the Compliance and Partnerships Coordinator will represent GOAL with strategic partners and lead the implementation and mainstreaming of the strategic partnership principles. This includes adapting strategic programme approaches such as supporting the THRIVE project partners including local partners and stakeholders, promoting collaborative partnership management, as well as capacity sharing, training and support of partner organisations in project implementation. This role will work collaboratively with the THRIVE Steering Committees, Advisors, and Project/Technical Management Unit, Grants Coordinator, technical coordinators, MEAL team, Finance, Supply Chain, and Operations teams, and the GOAL Partnership Centre and Business Development teams to align strategic approaches and make key decisions together.

Main Responsibilities

Partner Identification & Mapping

- Contribute to development of a clear framework on identification of local partners/private sectors etc., and maintain clear, accessible documentation of identified organisations.
- Prioritize engagement with local partners/potential partners/private sectors and lay the groundwork for long-term relationships with partners, rather than project- or funding-specific engagements, with the aim of ensuring there is a mutual, collaborative effort by THRIVE project partners.
- Lead the partner/private sectors engagement process according to the GOAL's Partnership Due Diligence including partner capacity assessment, anti-terrorism checks (ATSC) and partner identity and



Signature

background review. preparation of the required partnership documents such as the partnership framework agreement, monitoring schedule, conduct review of partner financial reports and compliance to donor regulations.

Review Requests for Proposals & Partner Submissions

- Prepare and/or review solicitations and requests for proposals from programme team(s) before publishing to ensure compliance with GOAL policy and donor rules and regulations.
- Lead in drafting sub-grants/partnership agreements and modifications for compliance with donor rules and regulations, act as focal point with HQ for review and approval and facilitate signature by GOAL and partner/private sectors.

Support Partnership Agreements / Project Cycle Management

- Lead in drafting sub-grants/partnership agreements and modifications for compliance with donor rules and regulations, act as focal point with HQ for review and approval and facilitate signature by GOAL and partner/private sectors.
- Provide oversight and coordination of GOAL South Sudan partnerships according to GOAL's partnership process, ensure needed support is provided to partners/private sectors, and act as focal point during the project cycle. Sub-grant related administrative processes and procedures should be standardized and consistently implemented throughout the project cycle, such as for disbursements, reporting and monitoring. This includes organizing, participating in, and facilitating partners' financial and technical monitoring and verifications led by the GOAL, as well as tracking of partner deliverables.
- Support THRIVE project including partners and operations staff to ensure any emergent compliance concerns are addressed during the term of the partnership/sub-grant agreements and project period.
- Ensure partners' information (assessment, documentation, agreement, reports, payment requests, among other is duly saved on the Partnership Information Management System (PIMS) and kept up to date.

Partner Capacity Building

- Support the THRIVE project and operations staff in assessing partner's capacity building needs and coordinate discussions with partners to develop a capacity building/development plan which is based on the outcome of the assessment. Ensure the plan is tailored, targeted, and responsive to their organisational needs and priorities.
- Design tools to effectively monitor progress made against the agreed upon partner capacity building plans to best support partners in their organisational development.

Sub-grant Tracking

- Maintain a sub-grants tracker for all partnership/sub-grant agreements including basic sub-grant details, funds disbursed, and liquidations received. Contribute sub-grant updates to the country programme's monthly internal financial report template and provide analysis of all current partnerships as required.
- Responsible for the day-to-day management of the subgrants portfolio of the projects.
- Provide information, advice, and technical assistance to subgrantees on project related compliance issues such as financial reporting requirements, audit/compliance reports, procurement, grant monitoring etc.
- Work with the finance team to resolve any financial issues that arise from partners/private sector.
- Collaborate with sub recipients on budget development and amendments.
- Ensures that applicable policies and procedures; Standard Operating Procedures; and standard provisions of funding agency related to sub grants are adhered to.
- Maintains grant records; compile and submit periodic reports as scheduled. And provide periodic management information on grants.
- Review status of sub grants by activities and overall grant budget and propose ideas where necessary to request revision, extension, or any appropriate action accordingly.
- Conducts supportive site visits to ensure sub-recipients' compliance with the terms, conditions, and specifications of the sub award; monitor and manage issues of non-compliance. Communicate results and follow up improvements.
- Manage grants /contracts/ and the budgets of Sub-grantee and in the processing of advances and its settlement.
- Serve as a pivot- and communication-point for coordination of inputs of programme, operations, and finance support to the partners/private sector.



• General Administration/Grants Management

Audit/Risk Identification and Reviews

- Collaborate with audit, and Compliance Unit on implementing and strengthening internal control systems and continuous process performance improvement including following up on the implementation of audit recommendations.
- Anticipate and identify risk issues and challenges and the most appropriate solutions to address them.
- Support implementation of sub-recipient financial management policy.
- In collaboration with the management, plan and perform internal compliance and control reviews and compliance assessments. Analyse results and provide recommendations.
- In collaboration with the management, department heads, design and facilitate relevant risk training sessions and contribute to relevant components of institutional capacity strengthening plans for THRIVE project and partners.
- Coordinate action plans to close out compliance review findings.
- Provide advice on donor, government and organisation guidelines and policies and compliance queries during programme implementation.
- Manage the process of identifying organisation key risk areas including identification of emerging risks
- Support THRIVE project in overseeing the process of conducting annual organisation-wide risk assessments to measure the likelihood and impact of identified risks, i.e., developing parameters, methods, and tools for evaluating, categorizing, and prioritizing risks- likelihood, risk consequence, and thresholds to trigger management action, in summary creating/updating internal compliance risk assessment matrix
- Support the THRIVE project in administration of grant management meetings (GMM). This includes preparation of the annual GMM schedule; review of sample finance, HR, Logs, Procurement, and Programme documents; update on any change in the compliance environment, take and distribute minutes of the meetings and with all action points arising at each GMM.

Donor Reporting

- Support the development and preparation of high-quality, timely reports for donors and partners on implementation progress, ensuring all donor reporting requirements are met and demonstrate GOAL's capacity in South Sudan.
- Support the management of reporting workflows, processes, and deadlines between programme and support function teams to ensure the timely and quality development and review of reports.
- Support other programme and support initiatives / work streams / tasks as assigned

• Compliance Issues

- Follow-up Compliance related issues of all THRIVE project in terms of donor requirements and making sure all partners'/private sector related compliance issues are followed by the project team.
- Familiarize self and understand to FCDO Compliance issues, specifically to the terms and conditions are working on and comply with same in area of responsibility.
- Participate in the grant management meetings and cover part of the meeting in the respective areas
- Ensure reconciled distribution documents are submitted on monthly basis and filed centrally.

Staff Management, Mentorship, and Development

- Create relationship with the THRIVE project team/partners forming a solid team identity within the organisation and creating cohesion between team members working in different geographic areas.
- Build rapport with THRIVE project team and partners to ensure that the compliance processes operate effectively within the support and resources required.
- Define expectations, provide leadership and technical support as needed so that the staff can perform their roles as required.
- Assist in ensuring GOAL and Partners'/Private Sector concerned staff are provided with the information and training they require in understanding donor guidelines and complying with GOAL grant management procedures.
- Actively participate in the Partnership Community of Practise.
- When required support the Global Partnership Centre (GPC) initiatives such as the Organisational Development Fund and leadership Training for partners as well requests for various HQ reporting.

Other Tasks

- Support the Grants Coordinator to facilitate internal Go/No-Go meetings to ensure an informed and participatory decision for new funding opportunities linking to the donor requirements/regulations.

- Support proposal development processes, including reviewing budgets, preparing annexes, and quality assurance and compliance checks.
- Support the submission of timely grant amendment and extension requests, closely adhering to contractual terms and processes.
- Strengthen organisational capacity in business development, including enforcing clear and structured processes and providing trainings.

Job Requirements

Education:

- A Bachelor's/Master's degree in a business-related subject, preferably in Accountancy/Finance, Business Administration from a reputable University.

Experience:

- A minimum of 4-5 years of working experience in sub-award management for European and US public donors' humanitarian or development programs.
- Experience living and working in complex humanitarian environments preferred.
- Experience in building strong relationships and trust with a broad range of stakeholders through openness and honesty.

Skills and abilities:

- Demonstrate knowledge of granting procedures, from grant start-up, award management, to close out.
- Demonstrate experience in organisational or individual capacity building and/or training.
- Expertise in the financial, regulatory, and contracting aspects of prime donors such as FCDO, USAID/BHA, ECHO, EU, Irish Aid, UN Donors, Private Donors among other donors.
- Skills and experience in the appraisal and evaluation of proposals and monitoring of grants.
- Experience in capacity building of sub-grantee organisations and in financial and forensic audits of donor-funded projects and programs.
- Demonstrated experience in auditing/compliance and accounting, grants and fund management
- Demonstrated experience and skills in developing and managing large budgets.
- Experience in building and effectively supervising a diverse team of employees.
- Advanced knowledge of Microsoft products, including MS Word, PowerPoint, Excel, Access, Outlook.
- Project Management Planning and Management; ability to plan and manage cross-functional initiatives.
- Analysis and Sound Judgement; foundational analytical and trouble shooting skills. Ability to make sound judgments. Ability to improve processes, promote excellence and demonstrate accuracy and thoroughness.
- Prior experience working with an international organisation/private sector(s) involving prime donors or other governmental reporting procedures.
- Excellent interpersonal and communication skills
- Ability and willingness to travel to remote locations.
- Skilled in prioritizing and managing high volumes of work under tight deadlines.
- Fluency in both English and Arabic, with excellent written and verbal communication skills.

Equal Opportunities

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

To promote gender equality in our work force, qualified female candidates who meet the above job requirements are strongly encouraged to apply.

Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

Interested applicants can deliver their application through email at goaljobs@ss.goal.ie or hand delivery at GOAL head office located in Tong ping along American Embassy Road near Sector Four Police Post. **Attachments to email applications should not exceed 5 MBS.**

Note, this is a national recruitment for South Sudanese citizens only.

Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.

Only shortlisted Candidates will be contacted

GOAL 