

## JOB DESCRIPTION

### BUSINESS DEVELOPMENT MANAGER

Reporting to	Country Director
Internal Job Grade	CI
Contract type	Two-year fixed term contract.
Location	Juba, South Sudan, with possible travel to remote areas
Staff reporting to this post	Funding Advisor and Funding & Systems Compliance Assistant.
Total Workforce	Funding team of 3
Annual Budget	Up to USD 30 million

#### Job Purpose

South Sudan is characterized by recurrent natural and man-made crises including conflict, disease outbreaks and flooding, resulting in a significant humanitarian impact including mass displacement which has left the population in need of life-saving assistance. Oxfam is committed to supporting vulnerable communities through both humanitarian and development/resilience programming.

The Business Development Manager (BDM) supports the Country Director and South Sudan country team to grow Oxfam's income and partnerships at country level in order to resource our program strategy. The BDM leads the Funding team to ensure donor engagement, strong programme design and proposal development (narrative, budgeting and alignment within the relevant frameworks).

To achieve the country program's ambitions, the BDM will be responsible for developing and implementing resource mobilization strategies to forge strategic partnerships between Oxfam and institutional donors, as well as identifying and leading on new funding opportunities. The post holder will be expected to work across the confederation of Oxfam International (OI) affiliates in achieving the country funding strategy and in line with the Oxfam's South Sudan Country Strategy.

#### South Sudan Context

Oxfam has been working in South Sudan since 1983, working to support and empower people against the impacts of conflict and poverty. In 2022 the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 600 thousand people across South Sudan with life-saving, resilience and sustainable assistance.

Oxfam South Sudan works on WASH, Emergency Food Security and Livelihoods, Protection, Advocacy, Governance, Education, Gender Justice and Resilience programming. Gender Justice programming is mainstreamed in all the work, and standalone Gender Justice projects are being developed. Oxfam works in partnerships where possible and has increased the number of women's rights organizations partnered with to 30% by date.

#### Dimensions

- The BDM is the first point of contact regarding funding, grant management, relationship building and liaising with donors in South Sudan.
- The BDM will represent Oxfam South Sudan externally with donors and partners;
- The BDM is expected to pursue, manage and oversee the implementation of donor requirements across Oxfam South Sudan's programming, while actively pursuing fundraising opportunities
- The BDM will conduct strategic donor intelligence gathering and trends analysis, using information from varied sources to provide in-depth analysis of the funding landscape in relation to the context of South Sudan and will work to engage and diversify funding streams where possible,
- The BDM will provide technical support, advice and training to the wider country programme on effective proposal development, contract management and donor compliance.
- The BDM will track and monitor the country programme pipeline and provide regular updates to the senior management team on secured, likely and possible income for the current and future years.

#### Key Areas of Responsibility and Accountability

- Lead the collaborative development, implementation and monitoring of the country's funding strategy, including engagement plan for external and internal stakeholders.
- Support the South Sudan team in coordinating and communicating with field bases, Oxfam affiliate offices, Regional Platform, Executing Affiliate during the proposal design process,



- Work closely with Director of Programmes, Humanitarian Programme Manager and Area/Field Managers, and Oxfam affiliates on funding opportunities and donor engagement.
- Evaluate suitability and eligibility of calls for proposals and potential funding opportunities, lead bid/no bid decision-making process with the country team and manage Oxfam authorisation and sign off processes.
- Provide regular monitoring and support to ongoing projects in terms of donor requirements, compliance and grant management, including overseeing timely, accurate submission of donor reports.
- Lead cross-unit collaboration (Finance, Logistics, HR, Programs, MEAL, Security etc) and grants writing for proposal development process.
- Maintain and build positive working relationships with other NGOs, line government, partner agencies, Oxfam affiliates and donors with regard to coordination and collaboration on funding pursuits.
- Ensure all proposals and reports are donor and Oxfam Affiliate ready prior to submission (i.e. realistic and tightly woven design, consistent narrative and budgeting, high standard of language/ grammar).
- Support and oversee the funding team's utilisation of Oxfam's online contract management system. The post holder will be expected to work outside the normal job description and be able to vary working hours accordingly as needed.
- The post holder will comply with all Oxfam policies and practice with respect to safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

### **Technical Skills, Experience & Knowledge**

#### **Essential**

- Post-graduate degree from a recognized university/ college in International Development, Public Policy, Public Health, Sustainable Livelihoods, Humanitarian Assistance, Programme Management or other relevant area
- Relevant experience in a **similar position** for a minimum of **4 years for** Postgraduate degree holders or **6+ years for Bachelor's degree holders**, in an international NGO in a similar context.
- Demonstrable experience and success in securing and managing funds from bilateral and multilateral donors such as ECHO, FCDO, USAID, GFFO and UN agencies for an international agency like Oxfam.
- Proven record on identifying new business opportunities and partnerships, implement resource mobilization strategies and effectively engage with donors/prospective donors.
- Experience of collaborating with multidisciplinary technical teams to develop successful humanitarian and development proposals funded by institutional and private donors.
- Strong networking, interpersonal and negotiation skills.
- Ability to work effectively with others in a team across business units and geographic locations.
- Ability to adapt and work within a multicultural, multilingual, and multidisciplinary environment.
- Experience of managing staff: challenging, motivating, developing and inspiring team members
- Superior verbal and written English communication skills with the ability to analyze and synthesize complex issues.
- Ability to make effective, timely decisions and take prudent risks.
- Excellent programme planning and budgeting skills, and a sound understanding of the Grant Cycle Management in emergencies and/or development environments.
- Strong analytical and conceptual thinking skills; able to understand complex issues and translate them into simple, workable concepts and proposals.
- Commitment to Oxfam's overall aims and policies and experience of promoting women's rights and those of marginalised people in all aspects of Oxfam's work in South Sudan
- Comprehensive evidence in knowledge and experience of developing program proposals either humanitarian response, resilience and development.

#### **Desirable**

- Experience working/living in South Sudan
- Knowledge of Oxfam contract management system
- Good knowledge and awareness of issues related to Oxfam's strategic objectives and theories of change.
- Knowledge of Arabic
- Previous work experience with Oxfam
- Experience working in a conflict affected/hardship location

**Behavioural competencies (based on Oxfam's Leadership Model)**

Practice Category	Leadership Practice	Description
Self	Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviours to control and channel our impulses for good purposes. We self-moderate appropriately to different context thereby optimizing our ability to achieve goals.
	Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organisation. We work to achieve goals together not just individually.
Seeing the 'big picture'	Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organisation and we set high-level direction through a visioning process that engages the organisation and diverse external stakeholders. Clarity in our communication of vision allows others to focus on delivery and their contribution to the wider changes we seek.
	Systems Thinking	We view problems as parts of an overall system and our contributions to change in relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage intended and unintended consequences of organisational decisions and actions.
	Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organisational strategies and values
	Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways. We develop strategies to maximise adaptability and agility, encourage forward thinking, new ideas and learning from experience.
Relationship Skills	Listening	We are good active listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
	Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities, we have the ability to create them in a respectful and impactful manner.
	Relationship Building	We understand the importance of building relationship, within and outside the organisation. We can engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
	Enabling	We all work to effectively empower and enable others to deliver the organisations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.
Ability to Deliver results	Mutual Accountability	We can explain our decisions and how we have taken them based on our organisational values. We are ready to be held to account for our actions and how we behave, as we are also holding others to account in a consistent manner.
	Decisiveness	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs. We recognize that decisions may not always lead to the results we seek but enable us to continually learn and improve.