



STANDARD ACTION LIAISON FORCE
Block 3K, Plot 492 Juba Nabari Residential Area, Bilpam Road Juba, South Sudan



Vacancy – Development and Policy Officer

Development and Policy Officer (1 post)
Duty station: Juba, South Sudan
Status: Full time
Duration: as per contract
Start-date: Immediately
Report to: Program Coordinator, Juba Office

SALF Overview

Standard Action Liaison Force ("SALF" or the "organization") is working to strengthen, expand and defend democracy, in pursuit of the public shared desires and aspirations toward realization of peace, security and freedom and the rule of law, tranquillity and economic prosperity.

Development and Policy Officer Job brief:

We are looking for a Development and Policy Officer role will be to identify funding opportunity from donors and draft grant proposals, provide administrative support to the organization's Program Coordinator and the organization's administration and financial management standards.

If you have a background in human resource development, administration, and fundraising, we'd like to meet you. Ultimately, you will help us manage and allocate our resources effectively while generating new funding sources.

1 Financial and Development Duties and Responsibilities

- a. Engages in identifying, tracking, and soliciting funding from donors, including foreign government, INGOs and private foundations, under the supervision of the Program Coordinator;
- b. Drafts funding proposals budgets that are responsive to organizations objectives, as well as donors solicitations and requirements;
- c. Coordinates with the Program Coordinator and organization management, as needed, to design projects and budgets outlined in funding proposals;
- d. Facilitates and supports the Program Coordinator on administrative, financial and programs matters;
- e. Supports the Program Coordinator in preparing financial, program and management reports for the organization;
- f. Maintains accounting files based on organization policies;
- g. Assists in preparation of budgets;
- h. Prepares financial reports;
- i. Processes payments as may be directed by the Program Coordinator;
- j. Undertakes reconciliation of bank statements and cash in the office;
- k. Prepares for any external financial review including audits;
- l. Ensures all payments are supported by relevant documentations;
- m. Undertake procurement processes on his or her behalf including sourcing for quotations, writing of decision memos, etc.;
- n. Keeps the inventory of all organization assets and reports on any other damage and or replenishment;





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Administrative Duties and Responsibilities

- a. Organizes meetings with donors and partners as may be directed by the Program Coordinator or the organization's management ;
- b. Compiles and files reports, staff files, and contacts;
- c. Prepares regular financial and administrative reports;
- d. Participates in identification of venues for meetings, workshops, and conferences in accordance with the organization's policies and procedures;
- e. Distributes and stores correspondence like emails, letters, parcels and packages;
- f. Arranges travel and accommodation for staff associated with the organization ;
- g. Keeps all administrative and HR documents as may be deemed necessary;
- h. Takes notes and prepare minutes during and after meetings;
- i. Manages office logistics, personnel safety and security;
- j. Supports the Data Officer in the organization, review, and storage of data in the database.
- k. Undertakes any other business as may be assigned by the Program Coordinator.
- l. Perform other duties as assigned by the Program Coordinator.

Minimum Qualifications/Experiences

- o Proven work experience as an organizational development and policy work or similar role
- o Hands-on experience with accounting software, like QuickBooks
- o Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)
- o Good understanding of bookkeeping procedures
- o Time-management and organization skills
- o Confidentiality
- o Experience in office administration and an ability to multitask to support the organization's program operations and logistics.
- o BSc degree in Finance, Accounting or Economics and Business Administration.

Development/Fundraising: Proven success in development for a medium/large nonprofit organization. Experience drafting grant documents and success fundraising from multiple donors.

APPLICATION PROCESS, HOW TO APPLY AND REQUIREMENTS

Applications for this vacancy should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

- I. Name, address and contact details
- II. Current mobile number and e-mail address
- III. Summarized Curriculum vitae
- IV. Application letter and brief summaries of experience or qualifications
- V. Three referees, their addresses, e-mail, telephone contacts
- VI. Photocopies of academic certificates and other professional accreditations
- VII. Photocopies of National Certificate, National ID or Passport

Apply to SALF Office Block 3K; Plot # 725 A, 2nd Juba Na Bari Residential Area, closer to Regency Juba, South Sudan, by E-mail to titioler@protonmail.com and salf2000@hotmail.com. Not later than 15th July 2021, 5: 00 PM. For any queries about office location please reach to us via these cellphone #s: +211 928534788 Or +211 916741678

Address your application letter: Human Resource Officer, SALF Juba Office

Applications from qualified women candidates are encouraged.





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The position is open for South Sudanese nationals

Only short listed candidates will be contacted

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