



External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 21 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Job Purpose

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.

Position: Business Development Manager

Location: Juba

Grade & Level: C Zone 1 Global

Contract Type: Fixed Term

Number of post:

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- 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.

REQUIRED 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

NB: Female candidates are strongly encouraged to apply.

Only short-listed candidate will be contacted.

Deadline for submission of applications is 30 September 2023. Interested Applicants should send soft copies of their CVs and Cover letters responding to the **Required Technical Skills, Experience & Knowledge** to Hrsouthsudan@oxfam.org.uk. And to our Oxfam Link on <https://ea1.earcu.com/oxfam/admin/login>

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

Note: All offers of employment will be subject to satisfactory references and appropriate security screening checks, which can include criminal records and terrorism finance checks.