



CEDDS - SOUTH SUDAN

JOB ADVERTISEMENT



Job Title	Fund Manager
Job Location	Juba
Reporting To	Operations Director
Posting Date	9th March 2022
Closing Date	26 March 2022
Number of position	One (1)
Starting Date	As Soon As Possible (ASAP).

CEDDS BACKGROUND:

Centre for Emergency and Development Support (CEDDS) was formed during the South Sudan civil war period in 2001 in Nairobi Kenya. After the signing of the CPA in 2005, the organization was incorporated in South Sudan in 2005 to support national efforts in addressing relief, rehabilitation and development challenges in Southern Sudan.

CEDDS is national NGO fully registered with the Relief and Rehabilitation Commission in Republic of South Sudan, **Certificate Registration Number 228**. CEDDS implements its activities in Northern Bahr el Ghazal State-Aweil, Lake State and Western Bahr el Ghazal State focusing on infrastructural development, water, hygiene and sanitation (WASH) in emergency and Integrated WASH, Food security, Education, Emergency health, prevention/and mitigation of conflict, and Gender based violence.

JOB SUMMARY:

The Local Response Pool Fund South Sudan (LRPF-SS) is a local pool fund created by National Non-Governmental Organizations (NNGOs) and Civil Society Organizations in South Sudan with support from Save the Children International, Care International, CAFOD & Trocaire, Tearfund, Christian Aid and the South Sudan NGO Forum with the vision to deliver more relevant, effective and mutually accountable humanitarian assistance, by optimizing the strengths and the capabilities of national organizations, in collaboration with international organizations and other stakeholders.

LRPF-SS's objective is to set-up its operational structure for the pool fund; increase availability of funds for rapid local humanitarian action (emergencies and protracted recovery through different granting cycles and channels to rapidly meet the needs and gaps of the affected communities; document success, challenges, opportunities and learning of localization through action by local entities and especially as a channel through which local NGO's can directly reach donors

The Fund Secretariat of the Local Response Pool Fund – South Sudan is hosted in Save the Children International Juba office. The LRPF-SS Fund Secretariat staff will be recruited by Centre for Emergency and Development Support (CEDDS) but will work for the LRPF-SS Fund Secretariat.



The LRPF-SS is advertising for the position of Fund Manager in the Fund Secretariat to lead the implementation of the LRPF-SS core activities.



Key duties and responsibilities:

- Within delegated authority, the Fund Manager will be responsible for the following duties:
- Oversee the establishment and operations of the Fund secretariat, Working-groups, committees and contracting of the Technical committee
- Supervise the day to day operations of the Fund Secretariat and coordinating with the relevant set up Committees in ensuring timely execution of activities/tasks are undertaken within the stipulated time periods and within the project budget
- Responsible to ensure there is complete, accurate and updated list of all LRPF-SS local partner members
- Design and roll out the risk management and compliance strategy of the fund
- Ensure compliance with any other requirements stemming from the LRPF-SS, grant agreements and guidelines and participate in training activities accordingly
- Support and implement standardized policy in line with Steering Committee guidance and decisions
- Send a call out for proposals to all local partners and spearhead the review and selection process based on the set guidelines, criteria, rules and regulations
- Review grant agreements together with Technical committees members to ensure accuracy, consistency, reasonableness, compliance with the Local Response Pool Fund - South Sudan
- Manage and supervise Fund-related support staff
- Lead on fund reporting and communication processes ensuring necessary coordination with relevant counterparts; local and international actors and UN agencies
- Liaise with local partners as well as the clusters and local authorities to follow up on project progress and overall fund progress
- Ensure coordination and information exchange with humanitarian donors aiming to promote coordinated and complementary use of funds
- Maintain complete, accurate and updated detailed list of implementing partner disbursements and review and advise on budget amendments or no-cost extension requests
- Ensure compliance with monitoring and reporting systems in place for the Fund
- Systematically provide information on project status to the Steering Committee, donors and relevant stakeholders of the Fund
- Ensure timely overall project reporting, including acting as the lead for the pooled fund final report exercise
- Organize spot-checks in line with the operational modalities and contribute to the quality assurance of the final reports
- Assist in the preparation of evaluations or other research activities and studies Analysis
- Conduct periodic field visits to collect stories, information and data for communications and reporting purposes
- Research, analyze and present humanitarian financing information, in particular funding trends and requirements, gathered from diverse sources
- Liaise with and provide necessary support to local partners throughout the life-cycle of the projects, promoting coherence between humanitarian needs and response
- Document and disseminate results, best practices and results of the Fund across internal and broader audiences through information and communication products/pieces (i.e. bulletins, feature stories, photographs/videos, web-sites, etc.)



- Organize the work of the Finance controller under the supervision of the Fund Custodian
- Stay up-to-date on documents/reports/guidelines that have bearing on matters related to programme and/or budgets
- Perform other duties as assigned by the LRPF-SS Steering Committee



SKILLS AND COMPETENCIES

- **Professionalism:** Sound knowledge of and exposure to a range of humanitarian assistance, emergency relief and related human rights issues, to include approaches and techniques to address difficult problems; strong analytical capacity and in particular the ability to analyze and articulate the humanitarian and protection dimension of issues which require coordinated response; ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems; strong research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights and protection situation in assigned country/area; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); ability to provide guidance to new/junior staff; take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; designs solutions and basis recommendations on the principles of usability; establishes and maintains productive.

Education

An advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics or related field, is required. A first-level university degree in combination with five additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

- Minimum of five years of progressively responsible professional experience in humanitarian or development affairs, emergency preparedness, crisis/emergency relief management, project management and budget management are required
- Experience in emergency setting, working with Pooled Funds' CBPF funded NGO is desirable
- Experience in humanitarian financing, e.g. grant management, fundraising, and donor relations for the humanitarian programs is required
- Experience in humanitarian emergencies in the field is required
- Experience in direct project management, monitoring and evaluation, and project supervision is desirable.
- Experience in the design of policies and guidelines pertaining to humanitarian assistance are desirable.



- partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients' informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

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Further Information & How to Apply:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates addressed to The Secretary of the LRPf-SS Steering Committee and emailed to hr@cedss.org copying lrpfsteeringcommittee@gmail.com. Applications can also be dropped off at CEDS office in Hai Matar along Bilpam Road Opposite SSPDF Engineering Division Save the Children International Juba office at Hai Malakal before closing date of 26 March, 2022 by 5:00 PM. (All applications must be clearly marked LRPf-SS).

NB: Due to the urgency of the position, applications will be reviewed as received and the position may be filled before the deadline.

