



## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years, we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of **“Business Development Officer – Based in Juba”**

No. of Vacancies (1) One

<b>Job Title:</b>	<b>Business Development Officer</b>
<b>Grade:</b>	<b>C2</b>
<b>Tenure:</b>	<b>6months</b>
<b>Department</b>	<b>Business Development Department</b>
<b>Reports to</b>	<b>Business Development Coordinator</b>
<b>Locations</b>	<b>Juba, Country Office.</b>



### Purpose of the Role

The job holder, with the guidance of the Business Development Management and his/her team, closely works with program and finance staff and participates in grants proposal/concept note development, in all cycles of fund/grant management (acquisition, start-up, implementation and closure), maintains and documents contracts and cooperative agreements; develops and implements compliance measures, monitors timely and quality reporting of all grant funded projects, builds relationships and maintains communication with donors and NOs

### Roles and Responsibilities

#### 1. Grants and System Management

- Ensures grants are properly and timely set up in ERP systems
- Support Program Managers to organize grant start up workshops, grant management check ins and grants closures

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- Communicate award expiration dates, extensions, altered timeframes, milestones, and major changes in budgets to appropriate staff (Program, Finance, Logistics and Admin. etc.) and partners
- Regularly monitor and document grant expenditures and grant funded activity to ensure compliance with grants regulations and specific terms and conditions of such grants

## 2. Funding Opportunities Support

- Analyses and reviews grant opportunities to help determine alignment of opportunity with organizations priorities and objectives
- Support in collecting information for concept note and proposal development.
- Support in coordinating and compiling inputs from technical and thematic leads.
- Support in reviewing concept notes and proposals for accuracy and compliance.
- Completes Go/No-Go templates to aid BDM and other members of decision gate to finalize decision
- Records and files all minutes and emails on funding decisions
- Participates in team review of funding opportunities, and provide critical feedback on institutional eligibility and risk
- Ensures that FADs are developed accurately and timely for all projects and signed by both NO and CO/ RO/ GH
- Ensures FAD Amendment are completed on time

## 3. Grants compliance

- Analyses and reviews grant opportunities, proposals program reports for compliance to donor procedures and requirements.
- Perform detailed audit reviews of projects with special attention to procurement processes and supporting documentation, specific donor compliance and legal requirements
- Prepares and arranges all documents ready for audits as per the checklist.
- Communicate and coordinate as necessary with the BDM on legal contract issues that need to be scaled up to Senior management or to IH
- Ensure quality and timeliness of grants reporting to all external donors and National Offices
- Ensure that all new grants are created on the SAP, all extensions are made and that all projects are up to date
- Coordinate with the Risk and Compliance Coordinator to conduct internal compliance reviews on grant funded projects and make them audit ready
- Serve as an institutional resource on grant compliance, participate in the review of new funding opportunities, and provide critical feedback on institutional eligibility and risk.

## 4. Grant Reporting

- Maintain and update grant report monitoring matrix and notify relevant project managers/ coordinators before reports are due. to ensure timely receipt of required reports and documentation in accordance with grants regulations and the terms and conditions of such grants
- Review and provide feedback on grants reports submitted by Project Managers/Coordinators before forwarding to donors to ensure quality and timeliness
- Ensure all grants adhere to the local/global cost recovery policies for Plan South Sudan and that such costs are included in budget proposals and properly tracked during implementation
- Facilitate and train Plan International staff on donor conditions and reporting requirements and also track key conditions and deliverables for the grants



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- Ensure that assets procured with donor funding are properly reported and disposed/transferred at the end of the project as per the donor agreement

#### 5. Partnerships and donor relations management

- Review donor agreements/contracts/amendments and sub-grant agreements with local partners and advise BDM and the senior management on the next course of action
- Contribute to the development of partnership policy documents and guidelines for the CO
- Support the partnership onboarding processes including partner selections, assessments, consortia building and capacity building.

#### 6. Other

- Ensure Safeguarding Policy and CoC of Plan International South Sudan is adhered to by staff and associates, known to the beneficiaries and that all safeguarding concerns reported.
- Perform duties as may be assigned by Business Development Manager or his/her assignee.

#### Safeguarding Commitment.

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

#### Dealing with Problems:

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them*

- Collaborate with BD Manager and NOs.
- Successfully handles multiple tasks and initiatives.
- Promotes innovation and learning.

#### Communications and Working Relationships:

##### Internal:

- Business Development Manager and Business Development Team
- Country Director and Programmes Director
- Thematic Program Managers
- Risk and Compliance Manager
- Project Managers/Coordinators
- Country Finance Team
- M & E Manager
- Country HR Team



##### External:

- NO Grant Staff/Managers
- IH Grants Staff

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- Donors

## Knowledge, Skills, Behaviors and Experiences required to achieve role's objectives:

### Education/Knowledge

- Preferably university degree in social sciences/economics, international development, international relations, marketing, or related development fields
- Good knowledge of the international aid environment as well as donor relations
- 2-3 year's relevant working experience preferably with Humanitarian, Multi-lateral/ Bi-lateral Funding Organizations, in grants management with different donor formats and funding types
- Demonstrable experience in producing donor reports for different audiences
- Knowledge in computer software usage such as word processing, spreadsheet, database, web-based systems, good knowledge of data extraction methods and report presentation

### Skills

- Proficiency in the English Language essential (strong written English skills);
- Strong quantitative and qualitative analytical skills
- Facilitation skill (conducting training for staff and partners on grant management)
- Networking skill
- Negotiation skills



## Plan International's Values in Practice

### We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

### We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

### Physical Environment and Demands:

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- Typical office & outdoors - Some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, confined spaces
- Willing to working in multiple locations in South Sudan and operate in difficult terrain with close adherence to security regulations and protocol as the environment is ever changing and security management is an important responsibility of the post.

**Level of Contact with Children:**

- High level of contact with children

**Application Submission Details.**

All applications marked on the right hand corner of the envelop “**Application for the Position of “Business Development Officer - Juba”**” should be addressed to:

**The Head of People and Culture & OD Business Partner  
Plan International South Sudan  
Hai Jerusalem.**

**Application should be submit** in hard copies to Plan International Office in Juba or **via this e-mail address [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)**

The closing date for receipt of applications is before close of business on Friday, **24<sup>th</sup> November 2022.**

Note: Applications submitted are non-returnable

*Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified Women are strongly encouraged to apply.*



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