

HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions



<i>(South Sudan National Only)</i>	
JOB VACANCY ANNOUNCEMENT	
VA/HFO/GAVI/079/2023	
Job title:	Partnerships and Donor Liaison Officer
Reporting to	Program Director
Department:	Program Department
Hours:	40 hours per week
Duty station:	Juba
Opening date	13 th February 2023
Closing date	2 nd March 2023
Starting date	ASAP

BACKGROUND

About Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak, and Canal/Pigi Counties), Unity State, Rubkona, Guit, and Leer Counties) and Bahr El Ghazal Region (Northern Bahr El Ghazal, Aweil East County) & Warrap State, Twic East, and Gogrial East Counties). Regional Office in Sudan with HQ in Khartoum, White Nile State, and Blue Nile State respectively. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education, Water, Sanitation, and Hygiene. We work in the above States to support over 300,000 poverty-fighting developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated Program. For more information, please visit HFO's website at www.hfo-ss.org We wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

Website: <http://hfo-ss.org/>

Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com

Address: Kololo road behind Catholic University of South Sudan / Plot No: 143 blocks (Juba Nabari) (Tongpiny, Khartoum He)

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OUR VISION STATEMENT

HealthCare Foundation Organization (HFO) inspires hope and contributes to health and well-being by providing the best care to every community through integrated clinical practice and education toward self-reliance.

OUR MISSION STATEMENT

HealthCare Foundation Organization (HFO) exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance to the people of South Sudan and Sudan.

1) PURPOSE OF THE POSITION

Under the direct supervision of the Programme Director, the Partnerships and Donor Liaison Officer will be responsible and accountable for the effective and efficient provision of donor-related support services to senior management, programs, and operations units within the South Sudan Country Office (SSCO). The donor-related support services include external relations and resource mobilization coordination, coordinating the preparation of proposals and donor reports, and maintaining a working relationship between HFO and donors.

2) DUTIES AND RESPONSIBILITIES

Build and maintain effective external relations, strategic partnerships and support resource mobilization:

- Develop the resource mobilization strategy/plan for the South Sudan Country Office (SSCO) and coordinate implementation;
- Undertake ad-hoc donor studies, research, and other activities to identify funding opportunities; update the resources mobilization strategy as needs emerge;

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- Develop a prospective donor profile database that includes prospective donor funding areas, geographical and sectoral preferences, criteria, and policies with a view to identifying funding opportunities;
- Monitor calls for proposals related to HFO SSCO mandate;
- Initiate Resource Mobilization meetings and presentations to prospective donors in South Sudan and outside, including preparation of briefing notes;
- Design and implement effective advocacy strategies and methods for proactive and strategic targeting of partners and donors.
- Convene and facilitate donor working group on gender to
- Manage and coordinate relationships with key partners; provide technical inputs to senior management's efforts to develop new and innovative partnerships;
- Develop and implements strategies for maximizing the potential for existing trust funds and regional projects and other sources;
- Provide technical support for the drafting and review of partner-specific Framework Arrangements and Cost Sharing Agreements.

Lead the donor reporting and quality assurance of results external (including Executive Board, Donors) audiences:

- Maintain the Donor Agreement Management System and LEADS for the country and ensure that correct data and documentation are uploaded, and timely action on extension/closure of agreements is taken;
- Coordinate and provide technical guidance to the country office in meeting external reporting requirements and deadlines, including the annual reporting process;

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- Provide technical support to and ensure quality and timeliness of results-oriented narrative and financial reports to donors;
- Ensure the availability (including collecting and maintaining) of data for donor reports, and contribute to the mid-term reviews, and final program evaluations.

Manage knowledge-building and sharing and advocacy efforts:

- Support the process of developing and dissemination of best practices and lessons learned that are directly linked to the implementation of the program including with donor partners;
- Advise and support South Sudan Country Office on resource mobilization procedures and guidelines as well as funding modalities;
- Facilitate partnership and resource mobilization training to program staff and managers including the development of tools and products, as needed;
- In close corroboration with the M&E Manager, contribute to capacity building of staff in the country office to have a common understanding of the Human Rights Based Approach and Results Based Management (RBM) concepts, and techniques to achieving HFO Outcomes and meeting donor requirements.

Key Performance Indicators:

- Effective and strategic partnerships developed and sustained including with non-traditional partners;
- Timely preparation of reports and submission to donors;
- Effective and facilitation of donor gender working group

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- Resource mobilization strategy developed, and contributed to the development and submission of sound proposals;
- Timely monitoring of resource mobilization strategy;
- Understanding of staff on results-based management and planning in line with HFO guidelines and donor requirements
- Donor contract management system and LEADS well maintained and up to date.

Competencies

Core Values:

- Respect for Diversity;
- Integrity;
- Professionalism.

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues;
- Accountability;
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

Functional Competencies:

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- Ability to develop detailed operational plans, and budgets, and deliver on them;
- Ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making;
- Ability to formulate and manage budgets, manage contributions and investments, and manage transactions;
- Ability to implement new systems and affect staff behavioral/ attitudinal change;
- Ability to lead resource mobilization;
- Strong analytical skills;
- Strong knowledge of Results Based Management and reporting;
- Demonstrates good oral and written communication skills;
- A proven ability to liaise with a myriad of stakeholders and partners, including government, civil society, international organizations, and grassroots organizations;
- Knowledge and understanding of the social, cultural, and political context of South Sudan and its relation to gender.

3) EDUCATION:

- Bachelor's degree in Public Administration, Economics, Social Sciences, International Relations, Political Sciences, Development Studies, or related field.
- A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.
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4) JOB-RELATED EXPERIENCE AND KNOWLEDGE

- Minimum of 5 years of progressively relevant professional work experience in management methodologies in the areas of business development and management;

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- Experience in external relations, partnerships and resource mobilization, administration, and human resource development and management;
- Experience in country and/or region is an asset;
- Experience working in the UN System is an asset.

Language Skills: Fluency in English and Arabic is a requirement; Proficiency in another local language is an advantage.

5) HFO STATEMENT:

- HFO staff must adhere to the values and principles outlined in the HFO Code of Conduct and Ethics, HR Policy Manual, Prevention from Sexual Exploitation and Abuse policy, GBV, and Child Safeguarding Policies.
- In accordance with these values, HFO enforces policies on beneficiaries, partners, and services providers to protect Vulnerable groups from being exploited and to ensure a safe environment free from harassment.

6) HOW TO APPLY:

- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **March 2nd, 2023 @ 5.00 PM.**
- ✓ Applications received after this date will not be considered and submitted using the email address: recruitment@hfo-ss.org and copy recruitmentshfo.org@gmail.com
- ✓ Due to limited internet space, **HAND DELIVERY** of Applications is allowed, and please find the address of the HFO Office below this advert.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off the Catholic University of South Sudan.

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- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the dateline.
- ✓ **Qualified female applicants are particularly and strongly encouraged to apply!**

***HFO Employment statement:** Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status.*

@HFO HR & Administration department 2023

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