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FOUNDATION FOR YOUTH INITIATIVES

Unlocking Potential, Generating Prosperity

December 26th, 2022

Job Opportunity: Project Development Officer

We are seeking to recruit a qualified South Sudanese national to fill the position of Project Development Officer (PDO) at Foundation for Youth Initiative. The PDO is a staffer member of the core team who plays vital roles in identifying and screening applications from small and medium enterprises which are adjudged to be potentially qualified for our entrepreneurial support. Please see more details about this position in a brief annexed to this advert.

Foundation for Youth Initiative is a non governmental organization formed in South Sudan in 2011. Its mission is to alleviate poverty through entrepreneurship. The Foundation empowers youths and marginalized individuals to generate prosperity through entrepreneurship, in turn, build assets, create jobs, generate income, and established sustainable livelihoods.

The Foundation seeks participatory approach in bringing a solutions to poverty. This approach streamlines resources mobilized to empower youth, women, farmers and marginalized people to create innovative social enterprises and scalable startups.

The Foundation works with government institutions, development partners and private sector to support our mission. We focus on enterprises which invest in sectors of agriculture, renewable energy, fishery, livestock, social finance, climate change and digital media. These sectors hold significant prospects benefiting local communities and fostering sustained development of the country.

If interested, please email your application with the subject line *Project Development Officer* to info@fyisouthsudan.org. **Please attach** a copy of your concise CV, school certificates, national identity, most recent copy of payslip, functional contact of three referees including your recent employer, and a covering letter of **less than 200 words**. ***We regret that we can only notify successfully shortlisted candidates. Female candidates are highly encouraged to apply.***

Deadline: January 16, 2023
Good Luck!

The Administration

The Position (1 post)

I. Project Development Officer

Qualifications:

- Be South Sudanese national;
- In possession of a Bachelor's Degree, preferably in sociology, project management, business administration, agricultural economics, finance, developmental studies or other relevant field of social sciences. Master's Degree preferred. We will accept at least 3 years of relevant work experience in lieu of degree;
- Knowledge of and experience working with marginalized people and the design and implementation of self-help development activities in South Sudan;
- Three (3) or more years of work experience in project/program development, management, monitoring, evaluation, and financial analyses, related to income generation, small business development including agribusiness, community development or other self-help development initiatives;
- At least 3 (3) years of management experience in a role that required the ability to manage professional staff effectively and meet tight deadlines in a result-oriented organization;
- A track record of working with grassroots groups to build effective and successful organizations;
- Proficiency in financial analysis and business planning in support of micro and small enterprises and income generating projects;
- Demonstrated experience preparing and analyzing business plans, profit/loss and cash flow analysis, and in using such instruments to make recommendations on providing assistance to enterprise development project participants;
- Competency in organizational assessment and organizational development;
- Demonstrated experience in preparing training plans;
- Demonstrated experience in conducting management assessments and preparing organizational development plans;
- Demonstrated ability to assist several development projects simultaneously;
- Demonstrated experience in developing effective monitoring and evaluation systems, including measurable performance indicators and targets, and performance assessment;
- Demonstrated competency in preparing and using financial analysis models, spreadsheets and word processors;
- Exposure to participatory development methodology;
- Ability to interact effectively with grassroots entities, at the national and local levels, NGO representatives, corporate sector leaders, and foreign donors;
- Strong communication skills, both oral and written;

- Strong interpersonal skills and ability to work collaboratively to impart effective financial management skills and services to a broad spectrum of colleagues and clients;
- Availability to travel frequently to rural and other areas of the country; and
- Fluency in English and at least one or more local languages;

Major responsibilities:

1. Prepare sector analyses to assist ADF applicants in developing and documenting the need and opportunity for proposed projects and to assist ADF grantees in executing approved projects.
2. Work with applicants to review and refine their project proposals to ensure they are formulated on rigorous analyses of technical, financial and management requirements; formulate sound implementation plans, training plans, budgets and monitoring and evaluation plans to successfully guide the project participants; and transfer business planning skills to the applicants.
3. Provide guidance to grantees to form participatory monitoring and assessment committees, and gather baseline data relevant to their project's objectives, performance indicators, and overall evaluation plan.
4. Provide training to grantees on ADF accounting and reporting requirements, communicate the underlying value of setting up such practices for effective planning and operations of a project, and give on-going support to ensure the effectiveness of the grantee's financial management.
5. Provide grantees with "best practices" for tracking organization activities and ADF grant administrative actions.
6. Assist ADF-supported micro and small enterprises (MSEs) in conceptualizing and implementing program strategies, product development, marketing, management, and organizational development activities to improve their competitiveness.
7. Provide or help identify sources of technical assistance, appropriate vendors, and training for capacity building of grantees.
8. Conduct periodic site visits to ADF-supported projects to: (a) monitor grantee data collection and management of project resources; (b) assist grantees to evaluate the progress they are making toward achievement of project goals and objectives (c) assist grantees in anticipating problems which have the potential to hinder progress or require modifications to the business plan; (d) identify any problems which may already be impairing progress; (e) assist them in developing strategies to overcome any such

problems; and (f) assist grantees in the preparation of reports required under their agreements, including verification of data in the reports.

9. Assist management of Foundation's forthcoming Project including: assisting prospective grantees in implementation, performance assessment, and remediation of projects; and management of the professional and support staff attached to the project.
10. Be effectively leads the Project Management Team to achieve and sustain team motivation and performance to ensure success at all stages of project management and also ensures that work is completed consistent with established timeframes and quality specifications and in compliance with donor policies and procedures.
11. Collaborate with the Foundation's Managing Director to determine methods to be used and approaches to be taken in carrying out the Project activities.
12. Summarizes the various analyses in support of the project funding application and makes recommendations on the viability of proposed projects;
13. Reviews all grantees' quarterly performance and financial reports to assess progress against implementation plans and performance targets, and makes recommendations for remediation as needed;
14. Trains grantees in the preparation of quarterly reports, monitors the quality of reports, verifies their accuracy, and ensures that grantees maintain adequate information to support their reports;
15. Assists grantees in gathering information during project implementation needed to attain sustainability;