



Save the Children

10th March, 2021

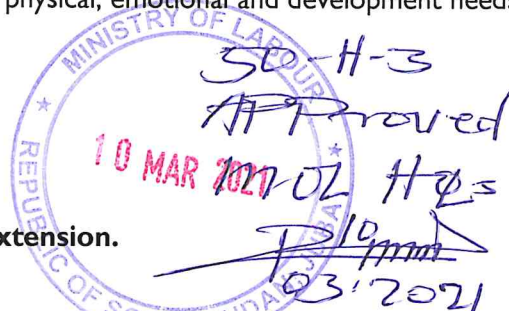
Internal/External Job Advertisement

VA – NO: 2021/03/PCBC

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Award Coordinator.
Location: Juba South Sudan
Reports to: Award Manager
Contract period: 12 Months – with possibility of extension.



JOB PURPOSE:

This role will support the Award Manager in the planning, securing and managing of both development and humanitarian awards. This role will work collaboratively with Save the Children members and all departments of the Country Office program to ensure smooth management of development and humanitarian program awards, sub awards and contracts, focusing on donor compliance and accountability. This position will also be responsible to build the capacity of staff.

KEY AREAS OF ACCOUNTABILITY:

Award Management

- Support the effective dissemination of award information so that all key contributing staff have a clear understanding of Save the Children processes and donor requirements and expectations throughout the lifecycle of an award (opportunity to close-out).
- Assist with the coordination of Award Kick-Off meetings.
- Support and where appropriate coordinate the proposal development process.
- Facilitate effective and prompt communication by relevant staff with members on their awards.
- Support program staff to comply with Save the Children partnership policies and procedures, and ensure all implementing partners undergo legal vetting and that the appropriate agreements are completed prior to commencing work with Save the Children.
- Support award close-out, helping project managers to ensure all tasks are completed as per the close out checklist and that all required close-out documentations are kept on file.
- Ensure award close out processes are officially completed in AMS.

Donor Compliance

- Liaise with members to ensure that all appropriate donor formats are available in-country.
- Support the Award Manager to identify potential issues and amendment requests and ensure they are flagged promptly to donors via the relevant Save the Children member.
- Support the country office to ensure robust and comprehensive records are maintained for all awards to meet audit requirements.
- Work with internal and external auditors as necessary.

Award Management System (AMS)

- Ensure that all opportunities, proposals, contracts and amendments with donors are processed and approved through AMS and the system is an accurate reflection of current award status at all times.
- Ensure all partners and sub-award agreements are uploaded into AMS.
- Ensure that all adequate attachments appear on AMS and are retained as part of the award audit trail.

Additional

- Deliver high quality results in line with the agreed ToR and develop effective relationships with country programme staff.
- Comply with all relevant SC policies and procedures with respect to child protection, health and safety, equal opportunities and other relevant policies and procedures.



SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's Degree in Finance/Business development/accounting with minimum of 2-3 experience in related field
- Significant practical management experience preferably in both emergency and development programmes
- Good attention to detail and analytical skills
- Computer literate (i.e. WORD, advanced Excel, Outlook, Internet Explorer, financial systems)
- Cultural awareness and ability to build relationships quickly with a wide variety of people
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities
- Strong communication (written and spoken) in the local language and minimum intermediate level in English

Desirable

- Knowledge of donor requirements and experience of NGO award management systems and processes
- Knowledge of the requirements and experience managing awards from major donors including budgeting, eligibility issues, compliance management, and reporting
- Fluent in English

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. To Jobs.southsudan@savethechildren.org or hand deliver at the HR Office in the Field locations mentioned above. Applications will also be received at save the children office at Hai Malakal Head Office before closing date of: **26th March, 2021 by 4:00 PM.**

The position **MUST** be clearly indicated in your subject-line or envelop with Vacancy Announcement Number.

Note: SCl will continue to screen application upon receipt due to the urgency of the position.

Please note that:

- This position is open to South Sudanese nationals only. This is a non-relocatable position.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

