



## Job Advertisement

Job Title: Capacity Building Advisor (Proposal)

Location: Juba-South Sudan

Contract Type: Regular

Reporting to: Chief of Party

Number Vacancies: One position

Application Deadline: 17 December 2024



### Background

IntraHealth is recruiting a Capacity Building Advisor for an anticipated five-year USAID HIV Care and Treatment project. The purpose of this project is to improve access to and use of comprehensive HIV prevention, care, and treatment services in South Sudan, particularly for people living with HIV (PLHIV) and people at high risk for HIV infection, including at-risk young men and boys, women and girls, children, and key populations, such as female sex workers (FSW) and their clients.

The Capacity Building Advisor will lead and support the capacity building objective of the program. S/he will provide technical leadership and oversight to the project's capacity development strategy and ensure quality, technical capacity building that is tailored to the needs of each local entity. They will develop and drive a systems-based approach for organizational development and work closely with the Chief of Party and M&E team to ensure that data drives project performance. This position reports to the Chief of Party.

This position is subject to the availability of funds and USAID approval. This position will be based in Juba, South Sudan. Occasional in-country travel will be required (e.g. Yambio, Western Equatoria).

### Main Responsibilities

- Work with the Chief of Party and another senior staff to develop a capacity building workplan and budget.
- Provide technical leadership and guidance on organizational development for local organizations to successfully comply with USG Rules and Regulations and achieve USAID program performance goals.
- Oversee the development and implementation of Capacity Development Plans based on organizational assessments and responding to the unique needs of the local organization.

Coordinate the compilation of appropriate senior project staff and establish an efficient system to recruit, manage, monitor, additional Short Term Technical Assistance (STTA) providers (as needed) to implement capacity building activities.

- Ensure that local entities receive targeted, timely, high quality technical capacity building assistance that draws from local or regional sources and experts.
- Monitor implementation of the day-to-day capacity development activities by mentoring technical teams in the field, ensuring adherence to targets, timelines, budget management and achievement of objectives.
- Work with SI Director to develop capacity building plans focused on the use of national tools for timely data collection, report submission and data use
- In coordination with M&E, monitor and track the outcomes and results of the capacity building interventions and use this data/information to continually improve the project's performance.
- Regularly consult and network with local partners, government stakeholders and private sector to develop platforms for cross learning to share information and innovate on effective, sustainable capacity development interventions.
- Coordinate closely with the Chief of Party and Finance Director to ensure that capacity development interventions are in line with program goals and budget.
- Lead internal and external meetings, including but not limited to headquarters-supported bi-weekly meetings, technical advisor meetings, USAID meetings, and any others as requested.
- Support the development of Capacity Development Plans (CDPs) for partners.
- Implement the CDPs within the area of program expertise
- Provide ongoing on-site and virtual technical assistance
- Support launch of a local community of practice among project partners, with regular engagement and a minimum of quarterly meetings.
- Support or strengthen PEPFAR reporting, as needed, of the key partners, focusing on monthly financial reports, burn rate analyses, quarterly and annual reports, ER and HRH submissions.
- Review each organization's key policies and procedures, updating key elements in finance, procurement, and human resources manuals
- Conduct field visits to facilitate regular trainings on USG rules, regulations, reporting, and procedures.
- Institutionalize updated policies, procedures, and tools aligned to USG rules and regulations; provide on-the-job training, mentoring, and coaching aligned to CDP

- Support reporting for the project, especially coordination of an integrated monthly and quarterly reports by partner aligned to the CDP
- Strengthening each key partners' fraud management system, creating an anonymous hotline and conducting periodic risk assessments as needed
- Provide routine feedback to the team on the quality of the interventions from the local partners perspective.
- Directly engage with the LIPS for this purpose and document things that are working well as well as areas for improvement.

### **Requirements:**

- Master's Degree or equivalent in Public Health or related field
- Preferred previous Deputy or Chief of Party for a USAID award with a proven track record on effective team leadership and performance success.
- Five or more years of experience designing and implementing organizational capacity building.
- Demonstrated expertise with US government assistance regulations and experience working in an international NGO environment.
- Excellent interpersonal skills and ability to work collaboratively on a wide range of issues.
- Excellent organizational skills and ability to manage a complex workload and deadlines.
- Senior manager experience in financial, administrative, contract or M&E management of USG funded projects, preferably on large & complex global projects
- Experience managing USAID contracts or subawards preferred
- 3 years' experience with PEPFAR programming and policies preferred
- Expert knowledge in USG rules and regulations pertaining to Finance/Compliance or M&E/Compliance or practical background/knowledge of CSO Network Development
- Previous experience in provision of organizational capacity strengthening in a similar role required

### **Application Procedure**

Interested and competent candidates should apply through the below link:

To apply and learn more about IntraHealth careers@:  
<http://www.intrahealth.org/section/careers>

Hard copy of applications can also be dropped at IntraHealth International office located at Juba Nabari Near UN Women. Plot No. 225. To the attention of the Human Resource Department.

Kindly, attach an Application Letter, copy of National ID card, Academic Credentials and a Curriculum Vitae (CV) including contact details of 3 professional references who must be the most recent or current supervisor.

Deadline for receiving applications is 17:00 hrs. Juba South Sudan Time on or before December 17 2024.

This position is open to South Sudanese Nationals only and Female candidates are strongly encouraged to apply.

Equal opportunity employer

IntraHealth International is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law, and requires affirmative action to ensure equality of opportunity in all aspects

