



**OXFAM**

External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women and children. We won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

**Job Purpose** The funding advisor has the main goal of supporting the Country Funding Co-ordinator in co-ordinating fundraising and grant management for the South Sudan Program. To support and capacity-build the program teams and country office in planning, securing, and managing restricted (institutional) funds. To contribute to the development and maintenance of good working relationships with donor organizations and thereby maximize income from these sources.

**Position: Funding Adviser**  
**Location: Juba**  
**Grade & Level: C Zone 2 Global**  
**Contract Type: Fixed Term**  
**Number of post:**

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

##### *In-country fundraising and proposal development*

- Work closely with the Country Funding Co-ordinator, CD, programme teams and support services teams to create and secure country funding strategy. Support programme staff with specific initiatives and processes to secure programme funding, including the effective utilisation of funding information systems
- Support Country Funding Co-ordinator to identify and develop opportunities with existing and new donors and funding mechanisms, and maintain strong relationships with existing donors, building interactive relationships and matching the "Oxfam offer" to their particular interests and expectations.
- Coordinate development and submission of donor proposals. This requires working closely with programme staff in order to advise and support them to understand and meet donor funding requirements.

#### *Management of restricted funds*

- Review and submit donor financial and narrative reports, ensuring consistency, accuracy, clarity, and timely submission in compliance with Oxfam policies and procedures as well as donor contractual requirements, and work with programme and finance staff to continuously improve the quality of donor reports.
- Working with programme/finance/logistics staff to improve understanding, visibility, and clarity around donor contractual requirements, including facilitating donor budget monitoring and timely intervention.
- Support programme staff to efficiently plan and utilise diverse income, including preparation and submission of proposals and reports

#### *Information and systems management*

- Maintain restricted funding information systems and records on donor contracts and income data on shared drive
- Develop and maintain comprehensive, up to date and user-friendly filing systems for contracts and other documents, maintaining a complete and clear audit trail of proposals, contracts, donor reports, donor visits and feedback, meetings etc.
- Provide training and support to programme and other staff on the use of funding systems and procedures including support on completion of internal procedures and forms.
- Provide regular management information on the status of donor contract management and country funding strategy objectives and targets and contribute to monthly and quarterly regional funding reports particularly on compliance and system maintenance issues.

#### *Other*

- Support OI Funding Coordinator with strengthening the capacity of colleagues and partner staff across the country in the planning, securing, and managing of unrestricted and restricted funds.

#### **Required Technical Skills, Experience & Knowledge**

##### **TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE**

- Post-graduate degree from a recognized university/ college in a relevant field, Relevant experience in a similar position for a minimum of 2 years for Postgraduate degree holders or 3+ years for Bachelor's degree holders, in an international NGO or UN agency in a similar context.
- Experience with identifying fundraising opportunities preferably for NGO's and a good track-record of successfully acquired funding and donor-compliant implementation of programs.
- Strong experience in managing donor contracts, in particular from institutional donors, such as ECHO, EU, OFDA, Sida, DFID, AusAID, UN agencies etc
- Strong technical knowledge of donor funding proposals and log-frames in thematic area.
- Sound knowledge of institutional and government donors and funding policies
- Sound knowledge and practice of NGO programming in emergencies and/or development environments.
- Good relationship management skills, with strong ability to work and coordinate with other teams in a challenging environment.
- Highly developed interpersonal and communication skills, with experience in external organisational representation.
- Good written skills with proven ability to develop and present proposals, plans and reports, for both internal and external audiences.
- Good research skills with ability to identify and propose successful strategies for identifying and establishing donor opportunities.
- Excellent operational, planning and budgeting skills.





- Self-motivated, rigorous, organised, able to work under pressure and tight deadlines, target driven and an entrepreneurial approach to exploiting fundraising opportunities.
  - Good administrative skills and ability to effectively use IT packages eg Word, Excel, Databases
  - Strong numeracy and general financial skills
- Ability to work effectively with others in a team situation to achieve expected targets
- Excellent stress management skills

#### **Desirable**

- Experience working/living in South Sudan
- Knowledge of Oxfam GB's internal contract management system
- Knowledge of Arabic
- Willingness to travel to the field
- Ability to work well in a multicultural team
- Excellent communication skills
- Knowledge and experience of Oxfam's program work and systems
- Understanding of South Sudan environment and issues of poverty reduction highly desirable.
- Experience working in a conflict affected/hardship location

***NB: Female candidates are strongly encouraged to apply.***

***Only short-listed candidate will be contacted.***

***Deadline for submission of applications is 29 November 2023. Interested Applicants should send soft copies of their CVs and Cover letters responding to the Required Technical Skills, Experience & Knowledge to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk). And to our Oxfam Link on <https://ea1.earcu.com/oxfam/admin/login>***

***Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***

***Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.***

***Note: All offers of employment will be subject to satisfactory references and appropriate security screening checks, which can include criminal records and terrorism finance checks.***