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Approved by
MLPS/HRD
9/9/2019

MINISTRY OF LABOUR, PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT
09 SEP 2019

STANDARD ACTION LIAISON FORCE
Block 3K, Plot 492 Juba Nabari Residential Area, Bilpam Road Juba, South Sudan

September 9, 2019

SALF JOB VACANCIES 2019

Background Information:

Standard Action Liaison Force (SALF); founded in 2003 as a democratization and alternative change instrument, a defense of rights and the fundamental freedoms that build and expand on strategic partnerships and platforms, help in organization, inclusion and participation of an informed and empowered citizenry, developing and perfect institutions in response to the necessities and the will of the people of South Sudan.

SALF has registered with Ministry of Justice and secured Operation Certificate from the Relief and Rehabilitation Commission (RRC). SALF strength evidenced in promotion of peace, good governance, democracy, human rights' monitoring, documentation and advocacy and provision of free access to justice to citizens, policy dialogue engagement and research initiatives; livelihood security, environmental and basic services delivery for improving lives of the ordinary citizens in South Sudan

The organization is headed by a President and governed by an eleventh (11) member Board of Directors who meets twice a year, to review management progress. The management team formed of the technical staffs that are being hired by the Board to run organizational programs/activities.

SALF envisage of a free, just and open society that enjoys quality life, where all the people are able to realize their full potential in all aspects of their development, including, adequate representation and effective contribution at all levels of decision-making, consequently preserving them respect and dignity. SALF is working to strengthen, expand and defend democracy, in pursuit of the public shared desires and aspirations toward realization of peace, security and freedom and the rule of law, tranquillity and economic prosperity.

Introduction : Job Vacancies Head Office and its processes:

Applications for these vacancies should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

i. Name. address and contact details
ii. Current mobile number and e-mail address
iii. Summarized Curriculum vitae
iv. Application letter and brief summaries of experience or qualifications
v. Three referees, their addresses, e-mail, telephone contacts
vi. Photocopies of academic certificates and other professional accreditations
vii. Photocopies of National Certificate, National ID or Passport

Bring your application to any nearby SALF Based Offices in New and Old Fangak, Fangak County, South Sudan or submit an electronic application to SALF: salf2000@hotmail.com and Not later than 27th September 2019.

Address your application letter: *Human Resource Officer, SALF Juba Office*

Only short listed candidates will be contacted

Applications from qualified women candidates are encouraged
The position is open for all and preparedly the South Sudanese nationals as per see attached detailed 2 Docs:

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Tel: +211 955 411 371, Email: salfsouthsudan@gmail.com

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MINISTRY OF LABOUR PUBLIC SERVICE
09 SEP 2019
HUMAN RESOURCE DEVELOPMENT

Vacancy – Development and Policy Officer

Development and Policy Officer (1 post)
Duty Station: Juba, South Sudan
Status: Full time
Duration: as per contract
Start-date: Immediately
Reporting: Director Program Coordination, SALF Juba

Position Description

Job Summary Reporting to and in partnership with the Director Program Development, the Development and Policy Officer will spearhead policy and development efforts as SALF continues to grow as an organization. A new position in the organization, the President and its program teams will have the opportunity to expand the existing development function in order to adapt to this rapidly evolving field of work and make autonomous decisions

Main Objective

The Development and Policy Officer (DPO) contributes to the development of project proposals in line with SALF's program strategy, and ensures proper grant management, including supporting program coordinator to timely reporting of project achievements to donors. The scope of work will includes and not limited to researching, advising on policy issues and program development tasks in coordination and liaising with internal and external contacts depending on the particular need of SALF. The DPO facilitates internal communication and coordination with relevant officers/teams, and contributes to SALF external communication strategy.

Specific Objectives include:

- Contribute to the funding of SALF's programming strategy;
- Developing and implementing the policies that an organisation needs, in order to run, researching, monitoring and aiming to influence policies in favour of a cause effectively.
- Ensure good donor relations through proper, qualitative and timely grant management;
- Facilitate internal coordination and communication and mentor a Program Officers (if any);
- Raise SALF's profile and credibility with external stakeholders by communicating a positive image of SALF's activities and engagements in the country.

Responsibilities

Fundraising

- Analyse the country's socio-economic situation, (donor) trends, needs and gaps;
- Regularly conduct stakeholder analysis, in particular who does what and where (3W)
- Maintain active and regular working relationships with donors
- Maintain active and regular working relationships with other NGOs, UN agencies, clusters, working groups, civil society coalitions, alliances/networks, consortia and academia;
- Regularly update a directory of donors, international and local NGOs, other partners and stakeholders;
- Contribute to the reporting to national and local authorities as required by SALF registration/legal status in country;
- In the absence of Technical Coordinators or Officers/Staffs, represent SALF in key clusters and working group meetings.

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Fundraising and proposal development

- Identify funding opportunities;

- Write quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with SALF HQ GMU and finance, which will contribute ultimately to steady cash inflow;
- Work in close relation with Program to incorporate project data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from program team;
- Liaise with Finance teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- Contribute to the monthly update of the Reporting Follow Up (RFU) and ensure smooth and regular communication with SALF HQ GMU.
- Ensure ad hoc requests from donors are addressed in liaison with the Director Program Development and the support teams;

Partner Follow-up

- Liaise with partners when required to develop relevant grant agreements and policies in close coordination with SALF HQ GMU and finance;
- Ensure partners reports are submitted and receipt in a timely and qualitative manner as per the requirements of the grant agreement.

Management and Internal Coordination

Staff Management (if any}

- Manage a Project Development and Policy Intern and/or Assistant(s) if any, following up the work plans and day-today activities;
- Mentor the Program Officers, Data Officers and/ or PDA with the aim of strengthening their technical capacity.

Internal Coordination and Communication

- Facilitate interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the states and HQ office by taking minutes of the various SALF coordination meetings
- Ensure these meeting minutes are sent monthly to HQ;
- Keep SALF HQ GMU and finance updated on latest developments, opportunities and challenges so that GMU can best advice on the way forward.

Filing

- File properly contractual project documents both in hard and soft copies
- Update regularly the Resource centre at the office with appropriate and relevant external and internal resources

External Communication

- Contribute to SALF external communication strategy by feeding regularly SALF HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific policy issue, events for SALF communication tools, including, but not limited to, SALF Newsletter, websites and SALF's Annual Report;
- Ensure the update and design of in country communication and visibility tools, policy and publications, their dissemination and availability to SALF teams, as well as the capitalization of media and pictures of the mission;

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- Contribute to the identification of potential relevant international and/or local partners (private sector partners, national and international NGOs, think tanks, academia, etc.) to be included in proposals;
- Liaise with Program Coordinator and President to contribute to the ToRs of assessments to be conducted for concepts/proposal development and to request their input in the logframe development (esp. formulation of SMART indicators);
- Contribute to the development of fundraising documents (be it expression of Interests/ Concept Notes/Proposals) in line with SALF country strategy and donor requirements and in close collaboration with SALF HQ GMU (Grant Management Unit) and finance;
- Liaise with SALF's President, Program Directors and the Technical Staffs to ensure that proposals are relevant and technically sound;
- Integrate learning from previous organisational interventions (e.g. lessons learnt and best practices) into new proposals
- Involve Finance and Program teams in the development of fundraising documents; particularly finance for the budget and logistics in case of specific donor procurement rules.

Contracting

- Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and SALF HQ GMU and finance;
- Read thoroughly all contracts before it is signed by the authorized SALF's representative, he or she should be seeking SALF HQ GMU and finance advice when required.

Grant Management

Contract follow-up

- Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme and Finance team;
- When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek SALF HQ Program Department advice on potential solutions that would meet donor rules.

Policy and Advocacy

- Undertake or commission research
- Gather and analyse data and information for purpose of policy influencing and advocacy
- Develop expertise in a particular area, or draw on the expertise of others
- Keep up to date with social, political and economic developments, and brief others on these
- Provide advice to senior managers, stakeholders and decision makers
- Support or coordinate meetings, conferences or debates, sometimes including diary management
- Write briefings, reports, and speeches
- Deliver oral briefings and presentations
- Carry out consultations with internal and external stakeholders - including colleagues, customers, or members of the public
- Work with a wide range of people and organisations, including senior managers, public office officials and members of the public
- Manage and track the delivery of political or organisational priorities
- Write and monitor communications to ensure consistency and accuracy
- Develop expertise in a particular area, or advice in a generalist capacity, depending on the nature of your role.

Reporting

- Participate in and take minutes of kick-off and close out meetings for each project

Key Performance Indicators

- % success rate of proposals and policy briefs;
- % of proposals submitted, policy briefs developed and disseminated in a timely manner;
- % of programs reports submitted in a timely manner {for final reports by SALF internal reporting deadline];
- Regular and timely holding of internal coordination meetings and submission of minutes/reports to
- Number of internal and/or external articles/news/videos, etc. published about SALF mission during the past 6/12 months.

Requested Profile

- Master Level education in Public Policy, International Relations, Development Studies, Sociology, Psychology, Finance, English, Business Humanitarian Aid or a relevant field.
- Masters Level education or post graduate Diploma in Sociology is desirable
- 3+ years of solid experience in the Humanitarian Field, Donor Relations, Project Development, management and monitoring systems, preferably in INGOs are required.
- Fluency in written and spoken English
- Strong Writing abilities and analytical skills
- Demonstrated excellence in communication, organizational and managerial skills;
- Proven history of exceeding goals and objectives.
- Ability to accomplish both a high output expectation and high quality work.
- Comfort in a fast paced, rapidly shifting and evolving workplace required.
- Experience in Database management.
- Fluency with Microsoft Office products including Word, Excel, and Powerpoint
- Experience developing compelling sales/marketing presentations and ability to provide examples.
- Proven ability to work creatively and independently both in the field and in the office;
- Knowledge of local languages and/or regional experience will be an added advantage

APPLICATION PROCESS, HOW TO APPLY AND RQUIREMENTS

Applications for this vacancy should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

I. Name. address and contact details
II. Current mobile number and e-mail address
III. Summarized Curriculum vitae
IV. Application letter and brief summaries of experience or qualifications
V. Three referees, their addresses, e-mail, telephone contacts
VI. Photocopies of academic certificates and other professional accreditations
VII. Photocopies of National Certificate, National ID or Passport

Bring your application to SALF Office situated at Bilpam Road, Opp. Medan Rambo Block IV; Plot # 12, Kuwait Area Juba, South Sudan. E-mail: salf2000@hotmail.com and Not later than 27th September, 2019. For any queries about office location please reach to us via these cellphone #s: +211 924 602 665 or +211 921 720 045

Address your application letter: *Human Resource Officer, SALF Juba Office*

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