



Africa Development Aid is an independent humanitarian, nongovernmental, nonprofit national organization, registered in 2012 by the Government of the Republic of South Sudan through the Ministry of Justice and Constitutional Development and by South Sudan Relief and Rehabilitation Commission (RRC) in 2016 to intervene in the dire humanitarian situation in the country. With its head office in Juba, ADA operates in the regions of greater Upper Nile, Jonglei and Unity states respectively. ADA works with local structures like communities through their opinion leaders' right from project design, project inception, and implementation, during and after closure to ensure that community owns the project and can find a way to sustain it even after ADA pulls out. Our programs are: Child Protection and Education integrated; Food Security, Livelihoods and Nutrition integrated; Emergency Shelter/NFI; WASH and Health. Peace Building, Environmental Protection, IEC for Transformation, Protection and Advocacy, Gender and GBV are cross-cutting initiatives for all core program sectors.

Our **vision** is to be exemplary and viable to support food secure-literate-healthy communities in safe environments. Our **mission** is to support 'Integrated development among the needy to fight conflict, disaster, poverty, ignorance, hunger, ill-health and environmental degradation. Our **core values** are: Dependence on God; Integrity and accountability; Peaceful coexistence; Hard work and diligence in service; Equal treatment of every person.

We strive towards a world in which individuals, families, communities and the nation are self-sufficient, enterprising and living in dignity in safe environments

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| Position Title | Proposal Development Specialist |
| Department | Programs |
| Reporting line | The Proposal Development Specialist report to Head of Program |
| Duty station | Juba, with frequent travel to the field locations as the need arises |
| Duration of contract | Six months with possibility for extension based on performance and availability of funding |
| Date of advertisement | 30 th Nove 2019 |
| Starting Date | ASAP |
| Number of vacancy | (01) |
| Position summary | <p>Position Overview: We are looking for a talented proposal writer to join our team, in the role of <i>Proposal Development Specialist</i>. This is a full-time salaried role (<i>although part time options may be considered</i>). In this role, we are looking for detail-oriented proposal writer, with strong skills in building proposals, technical content writing, and the ability to meet multiple strict deadlines. Successful candidates will have experience leading the proposal process, excellent writing skills, enjoy working in a team environment, be solution-oriented, and possess a great sense of humor. Besides, the aforementioned strengths, the Proposal Development Specialist will be writing proposals, on <i>WASH, FSL, Nutrition, S/NFI, Peace building, Education, Child Protection & GBV, Youth and Women empowerment and proposals that support entrepreneurial activities like IGAs among others</i>.</p> <p>The Proposal Development Specialist is responsible for writing proposals for the programs of Africa Development Aid that targets emergency, resilience and development. Responsibilities may also include direct business development, assisting with some new client outreach and prospecting.</p> |
| Key Responsibility | <p>Leadership and Management:</p> <ul style="list-style-type: none"> • Provide leadership to the project team in fulfilling requirements of donor approved proposal objectives. • Provide technical guidance to project staff, partners as well as the community on effective execution of approved projects • The incumbent is responsible for the submission of work timesheet at the end of each working month |



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| | <ul style="list-style-type: none"> You will be responsible for the quality management of proposal-drafts delegated to any sector staff incorporated in proposal writing |
| <p>Specific responsibilities</p> | <p><i>Project Design Implementation and Monitoring:</i></p> <ul style="list-style-type: none"> Draft/Finalize proposals to support the ADA program and management teams, with new opportunities for both current and prospective clients. Draft/Finalize proposals in response to RFPs. Customize, write and edit information for written proposal responses. Routinely gather relevant South Sudan context assessment reports to inform on-going or expected project proposals Work collaboratively in fostering good relationships between ADA and all donors – current and prospective ones. Complete other writing assignments, related to marketing, business development and other in-house projects. The incumbent will be able to development project proposals that emphasize on youth and women empowerment with full understanding of the country’s cultural context. Provide input on new processes and workflows as needed. As this position is in development with respect to organizational growth, the position description may be modified as the overall operational aspects of ADA change and evolve over time. The candidate will be able to demonstrate and in practice, a formidable potential to working with <i>INNGOs including the UN agencies, USAID, DFID, OFDA, EU, ECHO, relevant diplomatic missions among other key donors.</i> Proactively initiate and robustly develop concepts documents for funding opportunities. Support the management in aspects of institutional development <p><i>Coordination and Networking:</i></p> <ul style="list-style-type: none"> Maintain and create strategic partnerships and networks with donors, UN, and other NGOs. Actively participate in meetings and engagements that are geared towards partnership building in South Sudan to ensure ADA South Sudan programming information is shared and request for cluster mechanisms are responded to. Ensure that ADA understands Clusters tools and requirement for bigger projects like HRP. Liaison with donors, UN/NGO partners, bilateral, multilaterals and Support Offices is maintained. <p><i>Community and CBO Capacity Building:</i></p> <ul style="list-style-type: none"> Collaborate with local authorities, communities and local partners to ensure credible information that supports ADA programming are obtained and driven by community-identified needs. Work closely with existing community structures to facilitate the development of a particular project proposal for interventions. Actively seek to build community capacity with the aim of creating awareness for self-sustainability. <p><i>Financial Control and Budget Management:</i></p> |



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| | <ul style="list-style-type: none"> • Ensure incorporation of essential budgetary lines while developing a proposal. • Quarterly humanitarian trend projections to enable ADA prepare ahead of time in the development of concept notes or full proposals. • Respond to comments after project proposal submission. • Facilitate preparation of programme budgets, narrative reports, and updates on agreed time frames. |
| Employment Type | Full time |
| Goals | <ol style="list-style-type: none"> 1. To contribute to ADA mission and Vision to realized its humanitarian and development commitment 2. To work hand in hand with partners in order to achieve the target as set forth in project design 3. To work with ADA management and program team in ensuring that a winning proposal is developed and submitted as per deadline. |
| Objectives | <ol style="list-style-type: none"> 1. To ensure that Africa Development Aid develop and submit a compelling proposal 2. To write credible proposals with higher chances of being funded. 3. To technically and professionally support program team through head of program to maintain team spirit. |
| Person specification | <ul style="list-style-type: none"> • In possession of a Bachelor's Degree, preferably in project management, business administration, agricultural economics, developmental studies or other relevant field of social sciences. Master's Degree an added advantage. We will accept at least 5 years of relevant humanitarian work experience in lieu of a degree qualification. • Excellent writing, proofreading and editing skills • Ability to manage all S/NFI project activities with minimal supervision. • Minimum of 3-5 years of experience in S/NFI • Knowledge of and experience working in emergency context within or similar to South Sudan situation • Strong proficiency with Microsoft Office suite, Google platform, Adobe, Dropbox and other online collaboration tools • Strong problem solving and analytical skills • Excellent time management and organizational skills and ability to work remotely <p>Past experience in humanitarian and development sector and/or experience with UN and Government Agencies related to providing humanitarian support</p> |
| Other desirability | <ol style="list-style-type: none"> 1. The ideal candidate must have a wide range of technical knowledge, both for assessing people's needs and for implementing in sectors as diverse as food distribution, S/NFIs, Cash transfers, Child, Protection, WASH, GBV, Peace Building., etc. 2. Knowledge of UN system or working with international organization/national organization or government institutions. 3. International experience is an added advantage for the position. 4. Qualifying female candidates with relevant experience are encouraged to apply |
| How to apply | Applications should be submitted their CV, National ID/Copy of Passport and academic credentials to ADA office in Tongping opposite Medair, East of Nimule Resort Hotel and or email to duop.cada@gmail.com or yior.ada@gmail.com or call (+211) 092 292 6888 for direction! |
| Deadline | Deadline for application will be 10 th December 2019. |



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Secure Healthy People in Safe Environment