



JOB ADVERTISEMENT	
<b>Job title:</b>	<b>Resource Mobilization Coordinator</b>
<b>Location:</b>	<b>SSRC HQ-Juba</b>
<b>Reports to:</b>	<b>Movement Coordination Manager</b>
<b>Open Date:</b>	<b>14<sup>th</sup> December 2022</b>
<b>Close Date:</b>	<b>28<sup>th</sup> December 2022</b>

### ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9<sup>th</sup> March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (17) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 14,000 volunteers and 2,000 members across the country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles

### SUMMARY JOB PURPOSE

The Resource Mobilization Coordinator will advise SSRC SMT on, and coordinate resource mobilisation initiatives. The post holder will support the program managers and coordinators in the development of high-quality concept notes and proposals for major donors and partners as well as leading on the development of narrative donor reporting. S/He will work closely with the PMER team and ensuring narrative and financial reports meet donor requirements, are submitted on time. The role also includes maintaining proposal/ concept note/ reporting calendars as well as tracking and sharing all business and funding opportunities.

### JOB DUTIES AND RESPONSIBILITIES

#### Programme Support:

- Identify funding gaps and opportunities and ensure that all appropriate donor and internal proposal formats are available.
- Lead on the development of concept notes and funding proposals (include log frames and budgets), ensuring coordination and information sharing between technical and operation teams (finance, logistics)

- Facilitate technical working groups and other relevant for the go-no-go process for new opportunities/proposals.
- Participate in needs assessments (where relevant) and ensure findings are documented and that all assessments include a specific analysis of humanitarian needs
- Gather information from delegates and other relevant team members, assessment teams and relevant sources necessary for drafting proposals and budgets
- Facilitate proposal and report team meetings
- Coordinate proposal and budget development process for all proposals to private and institutional donors for all stages of programming ensuring on-time and high-quality submissions
- Ensure that proposals are developed in coordination and consultation with programs, finance, and logistics teams that the necessary support is properly budgeted.
- Ensure integration (where appropriate) between sectors to encourage teams to have an integrated approach to humanitarian needs
- Ensure all proposal and concept note submissions are reviewed by Project Validation Committee and approved by Secretary General (SG)
- Coordinate the preparation of timely programme and donor reports on project activities in compliance with internal SSRC requirements and any relevant external donor requirements.
- In coordination with the relevant programme/Project coordinators and delegates, compile technical reporting inputs into required donor formats
- Provide support to branches on IGA

#### **Communication and information sharing:**

- Produce other program technical capacity related information and communication products for internal and external audiences as required, in coordination with the communication department.
- In conjunction with the program teams, track funding opportunities, including calls for funding, progress of proposals, submission deadlines, financing available, and ensure that funding related information and communication flows to relevant teams
- Work with Programme Implementation staff to ensure that lessons learnt from implementation are incorporated into new development actions

#### **Others**

- When requested by the relevant authority, represent SSRC in relevant coordination/partnership meetings and in other fora.  
Carry on any other reasonable duty as may be assigned that is consistent with the nature of the job and level of responsibility.

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling RCRC Values and Principles

#### **Collaboration:**

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



## **POSITION REQUIREMENTS**

- Master or Degree in Development studies, Project Management, Entrepreneur, International Relations and Diplomacy or relevant subject or equivalent field experience in Resource Mobilization
- A high level of written and spoken English essential.
- 3 to 5 years substantial experience working with a humanitarian/ development organisation
- Experience in project coordination
- Demonstrable experience of leading the preparation successful funding (narrative and budget) proposals and reports for donors, including understanding of appeal processes
- Experience in resource mobilization
- Experience of financial management in voluntary sector organisations.
- Good understanding of donor compliance and RC reporting mechanisms and requirements
- Demonstrated experience of participating in multi-sector needs assessments
- Strong representational skills
- Ability to work calmly under pressure in a rapidly changing context
- Ability to be adaptable and flexible
- Ability and willingness to travel regularly into the field
- Excellent interpersonal, communication and presentation skills

### **How to apply:**

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org) please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba.

Please clearly indicate the position you are applying for on the back of your envelop.

**You should arrange your documents in the following order.**

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

**Note: Only candidates with certified Copies of academic documents by the relevant public authorities or Line ministries will be shortlisted and contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.**

**Female candidates are encouraged to apply.**