



Terms of Reference

Senior Project Development Officer- JUBA

JOB PURPOSE

The Senior Project Development Officer (PDO) contributes to the development of project proposals in line with ACTED's global and in-country programme strategy, and ensures proper grant management, incl. timely reporting of project achievements to donors and verification of project documentation. The PDO facilitates internal communication, capacity building and coordination with relevant departments, and contributes to ACTED external communication strategy.

CHAIN OF COMMAND

Under the authority of:

- Project Development Manager (PDM)

Line Management:

- N/A

WORKING RELATIONS

Internal:

- HQ Paris (Grant Management Unit, Finance, Logistics, Audit, Programme, Communication)
- Deputy Country Director Field Operations and Project Implementation (if any)
- Area Coordinators
- Project Managers
- AME Manager
- Country Finance Manager
- Country Logistics Manager
- Compliance/Transparency Officer
- Security Manager

External:

- Donors
- National and local authorities
- National and international partners (including working groups and coordination bodies)
- National and international media

OBJECTIVES

1. Contribute to the funding of ACTED's programming strategy;
2. Ensure good donor relations through proper, qualitative and timely grant management;
3. Facilitate internal coordination and communication and provide capacity building to other departments;
4. Raise ACTED's profile and credibility with external stakeholders by communicating a positive image of ACTED's activities and engagements in the country.

DUTIES AND RESPONSIBILITIES

1. Fundraising

- Context Analysis
- External relations
- Fundraising and proposal development
- Contracting



- a) Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and ACTED HQ GMU and finance;
- b) Read thoroughly all contracts before signature, seeking ACTED HQ GMU and finance advice when required.

1 Grant Management

2.1. Contract follow-up

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

2.2. Reporting

- c) Participate in and take minutes of kick-off and close out meetings for each project
- d) Write quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with ACTED HQ GMU and finance, which will contribute ultimately to steady cash inflow;
- e) Work in close relation with AMEU to incorporate AME data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from AMEU;
- f) Liaise with FLATS 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;
- g) Contribute to the monthly update of the Reporting Follow Up (RFU) and ensure smooth and regular communication with ACTED HQ GMU.
- h) Ensure ad hoc requests from donors are addressed in liaison with the CD, programme and support teams;
- i) Track, collect and store project support documentation;

2.3. Partner Follow-up

- a) Liaise with partners when required to develop relevant grant agreements in close coordination with ACTED HQ GMU and finance;
- b) Ensure partners report to ACTED in a timely and qualitative manner as per the requirements of the grant agreement.

3. Management and Internal Coordination

3.1. Staff Management

N/A

3.2. Internal Coordination and Communication

- a) Facilitate interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the regional and HQ offices by taking minutes of the various ACTED coordination meetings
- b) Ensure these meeting minutes are sent monthly to HQ;
- c) Keep ACTED HQ GMU and finance updated on latest developments, opportunities and challenges so that GMU can best advise on the way forward;
- d) Provide capacity building on PD related processes such as reporting, proposal writing, visibility etc.

3.3. Filing

- a) File properly contractual project documents both in hard and soft copies;
- b) Update regularly the Resource Centre at the office with appropriate and relevant external and internal resources.

4. External Communication



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

KEY PERFORMANCE INDICATORS

- % success rate of proposals;
- % of proposals submitted in a timely manner;
- % of reports submitted in a timely manner [*for final reports by ACTED internal reporting deadline*];
- Regular and timely holding of internal coordination meetings and submission of minutes/reports to HQ (WAM, MCM, MAR);
- Number of internal and/or external articles/news/videos, etc. published about ACTED mission during the past 6 months.

Submission of applications

Applications should be submitted in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to ACTED Country Office at Hai Cinema, Plot No. 64, Juba, located behind Concord Hotel, Next to Solidarity International, Juba. Alternatively, you can send via e-mail to emma.pravisanovasilico@acted.org; atim.stella@acted.org juba.hrofficer@acted.org before **24/09/ 2021 at 16:30 PM.**

This position is opened to **SOUTH SUDANESE NATIONAL ONLY.** Please note that **ONLY SHORTLISTED CANDIDATES** will be contacted for interviews.

QUALIFIED WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

