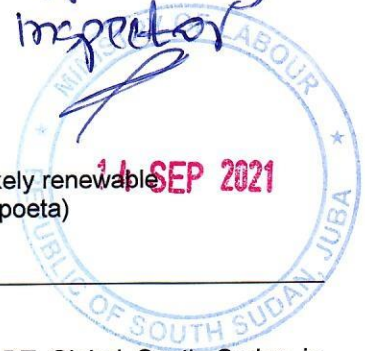


To: 17.3
Approved by
Inspector

VACANCY ANNOUNCEMENT

SCOPE OF WORK

TITLE:	Grants and Procurement Specialist
DURATION OF CONTRACT:	First contract to end September 30, 2022, likely renewable
LOCATION:	Budi County, Eastern Equatoria (Greater Kapoeta)
SUPERVISOR:	Regional Program Manager (RPM)



Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam activity intends to program in Juba, as well Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Greater Equatoria regions, although geographic focus may shift.

Position Summary:

The Grants and Procurement Specialist will support the RPM in developing, implementing, and closing all grant activities in their assigned region, with an emphasis on budget development and management, procurement and logistics processes and activity documentation. Work in Eastern Equatoria is focused on the USAID priority counties of Budi and Kapoeta North.

Duties and Responsibilities:

- Lead in developing budgets for individual activities to be implemented in your region – inclusive of conducting market surveys, identifying all items required for successful implementation and liaising with Juba procurement and logistics teams to identify all costs
- During implementation of activities, regularly review expenses against budgets to ensure that all costs are being tracked properly and that all required items are being purchased as planned; check expenses against budget at the conclusion of the activity to ensure all expenses are accounted for prior to closing activities
- Lead on local procurements in support of the regional office inclusive of both operational and programmatic expenses, while following all Shejeh Salam and USAID procurement rules and regulations
- Responsible for procurement and logistics operations in support of the activity portfolio, inclusive of preparing purchase requests, purchase orders, and payment requests; conducting market surveys and collecting quotations; organizing shipping to project locations, and ensuring correct goods are shipped and received
- Regularly liaise with Juba procurement and logistics offices to ensure all documentation is being completed correctly, and to ensure that Juba-based procurements and delivery of goods to field sites are moving forward appropriately
- In collaboration with the RPM, execute a kick-off meeting with grantees to cover all the practical details of the implementation of the grant
- Responsible for completing (or delegating) all activity documentation such as grant agreements, transfer of titles, activity close out forms
- Regular travel to field sites to support activity development, implementation and close down
- Working with the grantees, and with the support of the RPM, to ensure that all necessary permits and/or authorizations to implement the activity are obtained
- Responsible for (or delegation of) submitted cash advance requests, managing cash payments and liquidation of advances necessary to implement activities
- Conduct Monitoring and Evaluation (M&E) activities as requested by the RPM – including taking photos, collecting attendance sheets, conducting focus group discussions or key informant interviews
- Ensure all items are properly documented and stored

- Ensure that procurement, finance, logistics, and programmatic aspects of each activity is being implemented on-time and in accordance with the approved activity and budget, along with USAID rules and regulations
- Contribute to the development of weekly activity notes, and any reports required for your region of work
- Maintain an understanding of conflict dynamics in your assigned region, to assist in development of annual strategies, and in individual grant development while following key do no harm principles
- Any other tasks as assigned by your supervisor or Chief of Party

Education and certifications:

- Post-secondary Diploma in a relevant field required, but a university degree preferred. Other relevant certifications will be considered.

Key Position Competencies and Experience:

- At least 4 years of progressive experience in implementing donor funded programming
- Prior experience working on USAID-funded projects, including recent experience with stabilization, peacebuilding, and/or democracy and governance projects
- Proficiency in Microsoft Office programs
- Experience in supporting small activity/grant portfolios working with local partners on peacebuilding or similar activities
- Experience developing and overseeing budgets for small activities/grants
- Experience supporting local procurements including familiarity with purchase requests, collecting quotations, and goods received notes
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Fluency in English at least one of Didinga or Toposa languages; Arabic and Buya an advantage
- Have a solid understanding of local and national context, and a basic understanding of conflict issues at the state, county, payam, and boma levels

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation **as one single document** to shejhsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Friday, October 01, 2021 at 09:00AM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

