



Advertisement
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: JBA-2019/14/8/1

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit: -

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|--------------------------------|--|
| Position Title | Grants Management Assistant |
| Report to | Grants Management Coordinator |
| Duty Station | Juba-Roving |
| Contract Type | Fixed-term with possibility of extension depending on funding availability |
| Employment Start Date | 9 th September 2019 |
| Eligibility | South Sudanese nationals only |
| Salary | According to DRC DDG Salary policy - non negotiable |
| Advertisement Closing Deadline | 3 rd September, 2019 |

Overall purpose of the role:

- Work with grants and programme staff to support with high-quality and timely reports for donors and other country- and HQ-level communications.
- Support the Grants Management Coordinator and Officer in the initiatives to manage the country funding portfolio, including contributing to reporting, contract management, and project information management.

Geographic scope: Country (South Sudan)

- This role has a country focus and ensures compliance to DRC procedures and guidelines within the country. The role contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to country operations while overseeing country activities.



Responsibilities and Tasks:

- Contribute to tracking and preparing internal and external reporting (including monthly UNHCR reports), ensuring high-quality, well-written and timely reports meeting donor and DRC requirements, with support from the Grants Management Coordinator and Officer.

Ensure quality information management related to grants by overseeing the regular update of programme/grants documents on DRC Dynamics, Grants Management System (GMS) and SharePoint; ensure hard and electronic copies are stored appropriately according to DRC documentation policy.

- Maintain up-to-date donor tracking tools to identify potential new donors and strategies which line up with DRC's strategic priorities.
- Develop tools to track progresses of project implementation when needed.
- Lead on contract management by ensuring timely signature and delivery of contracts.
- Assist the Grants Management Coordinator in proposal development tasks, through collecting and compiling necessary inputs from program staff, technical advisors, HQ/RO and partners (if relevant) in line with the proposal development plan; supporting in the writing of the proposal as needed; ensuring donor guidelines are respected.

Function as department focal point for regional reporting on Project Status Updates.

Support finance department in providing requested project documents during audits.

- Carry out any other relevant duties as requested by the Grants Management Coordinator.
Correctly use DRC Dynamics functionalities in area of concern.

PERSON SPECIFICATION:

Experience and technical Competencies

- At least one to Two years' experience working in an INGO.
- Familiarity with US and EU donors with special attention to reporting requirements.
- Familiarity with project management cycle.
- High organizational skills and attention to detail.

All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Education

- Diploma in international relations, development or relevant field or equivalent professional qualification.

Languages

- Advanced English proficiency.
- Fluency in local language.

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, academic documents and National ID Card to Human Resources Department through ssd-jobs@drc.ngo OR submit your hard copy application to the Human Resource Department to the attention of HR Manager DRC-DDG Office located along Addis Ababa Road opposite NPA Mine Action Main Office

Title of the position/vacancy number MUST be clearly marked in the application and on envelop.



Gender equity: DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this women candidates are particularly encouraged to apply to bridge the gap.

Equal Opportunity: DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment base on mutual respect for all the employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, color, race, marital status, or other protected characteristics.

Further information

Please note, as these positions are urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudanngoforum.org/boards/index.php?board> for other suitable opportunities.

