



Women for Justice and Equality - South Sudan (WOJE)

VACANCY ANNOUNCEMENT

POSITION TITLE: Resource Development Officer (RDO)
DUTY STATION: Juba – South Sudan
REPORTING TO: Head of Programs
DURATION: 6 Months with possibility of extension
STATUS: FULL TIME



COUNTRY PROGRAMME OVERVIEW

Women for Justice and Equality (WOJE) is a feminist advocacy organization working towards strengthening and advocating for the rights of women in marginalized communities in the Republic of South Sudan. The organization was formerly known as Islamic Development and Relief Agency (IDRA), WOJE engage in the protection of women and girls rights and hoping to grow into a vibrant advocacy movement for the rights of women and girls across Africa in future.

The organization is legally registered, as a National Non-Governmental organization with the Relief and Rehabilitation Commission of the Republic of South Sudan under the Reg. No. **1972**.

Women for Justice and Equality focuses on Policy Advocacy, Social Justice and human rights, Economic Empowerment, Gender based violence, Health (SRHR, HIV), Food security and livelihoods (FSL).

WOJE is currently seeking qualified candidates for the position of **Resource Development Officer**.

PURPOSE OF THE POSITION

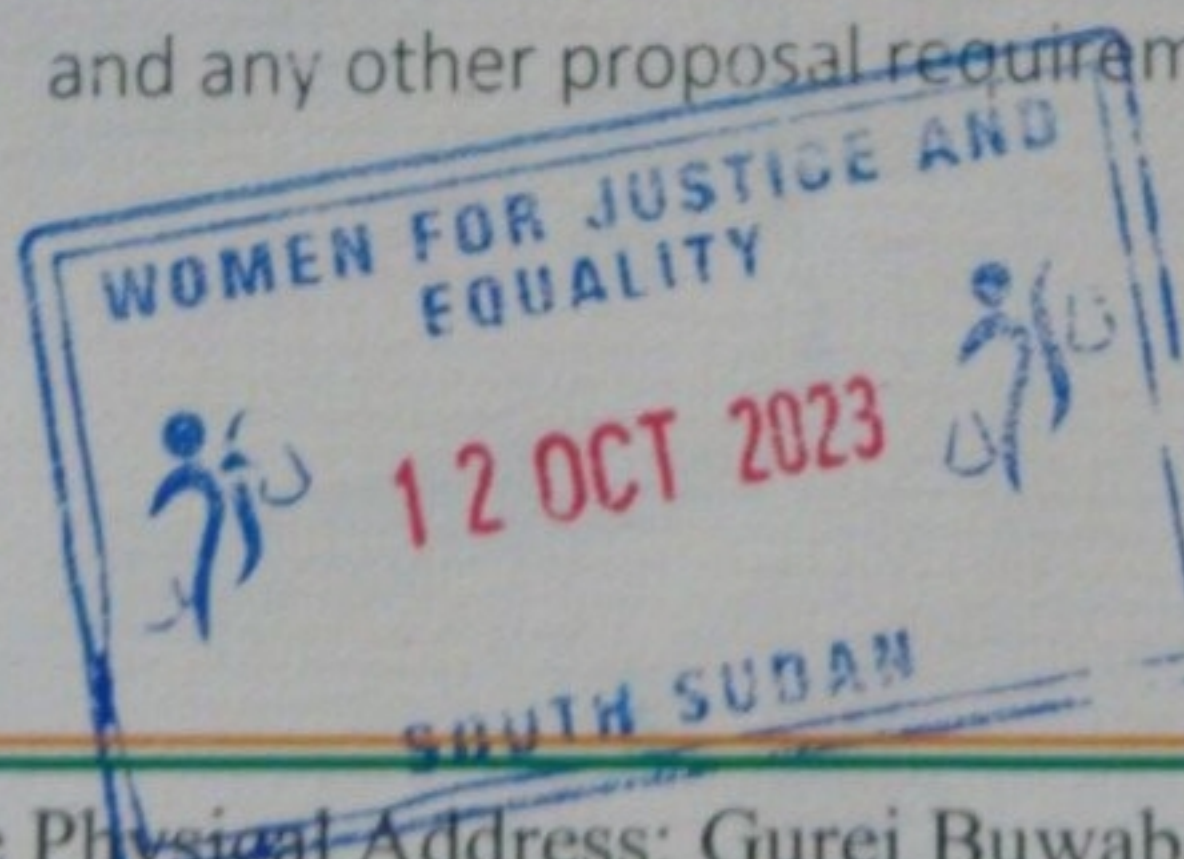
Under the supervision of the Head of Programs, the Resource Development Officer acts as a Fundraising expert, increasing the funding portfolio of the WOJE and its activities in South Sudan.

KEY RESPONSIBILITIES

Major Duties and Responsibilities

Carry out the day-to-day fundraising functions of the Organization. The activities include, but not limited to:

- Develop technical proposals in consultation with the Head of Programs and the WOJE team for submission to funders/donors. These will include the technical proposal, the budget, and any other proposal requirements.



- Conduct donor mapping to map all the potential donors for submission of proposals
- Be on the lookout for open calls targeting South Sudan and develop proposals in consultation with head of programs (HOP)
- Address any feedback that may arise after the submission of proposals
- Attend donor online meeting in the course of resource development when need arise
- Attend cluster meetings as per WOJE's thematic areas
- Provide monthly progress report to the Head of Programs highlighting the monthly activities and the achievements in the month
- Conduct orientation to the project implementation teams upon signing of new projects
- And he/she is open to any other duties assigned by the line manager as the WOJE polices

REQUIRED PERSONAL ATTRIBUTES

- Ability of effective communication and represent the organizational strategies according to it's polices
- Ability to undertake detailed surveys, data collection and researches
- Good reporting skills but not limited any reporting tool
- Should be knowledgeable about reporting and budgeting
- Expert analytical to the organizational skills
- Time management is encouraged
- Strong command of English both oral and written communication skills
- Should be computer literate with knowledge in Microsoft word, excel, outlook and PowerPoint.
- Should be a team player.
- Strong interpersonal, adaptability and management skills.

REQUIRED QUALIFICATIONS

- A Bachelor or Master's degree in social sciences or relevant qualification from a recognized University
- 2+ Years Relevant experience in a fundraising role.
- A strong team player and adept at creating a strong team spirit.
- Should be able to work under minimum supervision in hardship areas, coordinate diverse activities, work well with others and to communicate effectively.
- Demonstrated ability to produce quality proposals, reports and proposal inputs on short deadlines.
- Experience in a Non-Government Organization is a must requirement.
- Experience working in South Sudan will be an added advantage



HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees and academic documents to wojehumanresource@gmail.com and copy wojesouthsudan.org@gmail.com not later than 31-Nov-2023 at 5.00 pm local time including 3 samples of successfully funded proposals. Hand delivered applications can be submitted to WOJE office located at Gurei next to Holly Trinity Clinic opposite Standards, Juba- South Sudan.

The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WOJE retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted.

Due to the urgency of the position, applications will be reviewed on regular basis and the position may be filled before the end of the expiry date of the advert.

This position is open to Both Nationals and Internationals. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

Women for Justice and Equality has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Only shortlisted candidates will be conducted.

