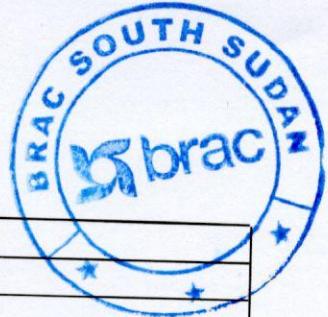
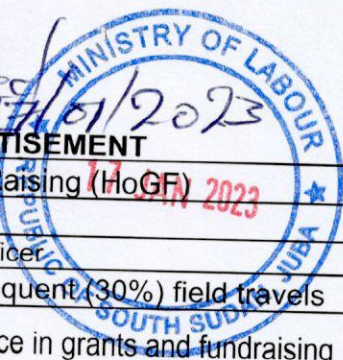




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APPROVED
17/01/2023

JOB ADVERTISEMENT



Job Title	Head of Grants and FundRaising (HoGF)
Supervisor	Country Director
Supervisee	Fundraising Officer, Grant Officer
Location	Juba, South Sudan with frequent (30%) field travels
Experience Level	At least a decade of experience in grants and fundraising
Number of vacancies	One (01)
Key Relationships	Deputy Country Director, Head of Operations, Head of Finance, Heads of Area Offices, Program Managers and Technical Advisors, BI Staff (Regional & HQ)

About BRAC South Sudan

Founded by Sir Fazle Abed in 1972, the acronym of "BRAC" stands for *an idea of a World where everyone has an equal opportunity to realize their potential*. With a strong landmark in Bangladesh, BRAC has grown into the World's largest development organisation tackling poverty at scale. In 2009, BRAC International (BI) was set-up as a non-profit foundation in the Netherlands to govern and manage all BRAC entities outside Bangladesh. Currently BI operates in 11 countries (Africa and Asia) whilst offering technical assistance to 34 governments Worldwide. BI is famous for investing in communities' own human and material resources, catalyzing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives. BI has been operational in South Sudan since 2006 and legally incorporated as BRAC South Sudan. Over the years, BRAC has delivered programs in livelihoods, health, education, micro-finance and emergency response. Currently BRAC South Sudan is working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal. The current programs include (1) USAID contract for the Education for Peace, Recovery, and Resilience (EPRR) project in South Sudan under premiership of FHI 360, (2) Global Affairs Canada-funded project for Community-based Education (COBE) for Out of School Girls & Vulnerable Children that addresses institutional, social and cultural barriers to quality basic education, together with building community systems, food security and critical life skills, and (3) UNOPS funded Third Party Monitoring (TPM) project.

Job Summary

The Head of Grants and Fundraising (HoGF) supports the strategic and operational stewardship over donor resources by applying a set of relevant systems, policies, procedures and tools to ensure that grants and contracts are donor compliant and best serve the organizational mission. The HoGF manages the country fundraising efforts to identify donor trends, lead in the development of a funding strategy for the organization, facilitate structured donor engagement and manage good relations with a growing portfolio of existing and new donors, with a view to building and maintaining a healthy pipeline of funding opportunities, track and identify donor opportunities and lead in the design and development of high quality proposals for large, competitive funding opportunities. In addition, on an interim basis the HoGF is responsible for communications-related activities in support of the program and senior management teams. This role will work closely with all Country Office departments on strategy development, donor engagement, proposal development and design, writing, financial and narrative reporting, monitoring and analysis, procurement and compliance processes. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

Main Responsibility

1.0 Grant management and donor compliance

- Participates in Global Grant Management community of practice calls and trainings on

behalf of Country Office and applies relevant information and learning internally



- Work with Director of Grant Management to diagnose capacity building needs for Country Office in grant management and implement action plans to address
- Actively engage with BRAC International Director of Grant Management on complex donor compliance issues to influence BRAC global grant management policy and procedure
- Supports adherence to BRAC Grant Management and Sub-Grant Management policies
- Support review of proposal budgets to ensure correct budget template and identify questionable costs from donor compliance perspective
- Perform monitoring of grants, using online Proposal Grant System (PGS) and tools and monitor Country Office portfolio and performance in grant management
- Lead regular grant reviews and other monitoring across allocated portfolio
- Develop expert knowledge of Proposal Grant System & dashboard functionality, maintain up to date data and use PGS data for decision making
- Ensure any internal or external grant management audit findings are correctively actioned
- Ensure that the country program adheres to all its grant management obligations internally within BRAC and externally with donors
- Support adherence to complex donor compliance requirements across the Country and downstream partners through regular communication of compliance elements and training
- Lead in conducting due diligence, vetting partners, review of donor proposals and contracts with compliance lens
- Draft sub-grant agreements using endorsed template packages and ensuring that all donor compliance requirements are passed down
- Facilitate Kick Off meetings for the new projects and support close-out meetings for completed projects
- Facilitate monthly Grant Review Meetings with a diverse stakeholder group

2.0 Fundraising, donor engagement and coordination

- Develop and operationalize a comprehensive fundraising strategy for accomplishment of the BRAC South Sudan strategic plan and implement progress monitoring plan
- Conduct donor mapping and refresh on an appropriate frequency
- Lead in identifying, and disseminating information on new funding opportunities from bilateral, multilateral, and other institutional donors
- Develop and maintain a healthy funding pipeline made up of a range of donors, including local, international, foundations and trusts
- Pro-actively seek local donor intelligence on prospective new opportunities or partnerships.
- Work as lead writer for key competitive bids, including capability statements, country context and programme experience
- Lead the in-country proposal design process through interdepartmental coordination for project design with Programme Operations (for field team inputs, logistics requirements, costings, etc.), Security, Logistics, Finance, and HR (for staffing requirements)
- Cultivate business relationships with external stakeholders and potential partners for large scale or strategic funding opportunities, either as a prime or sub-recipient in consortium arrangements.
- Coordinates and participates in the drafting process for financial and narrative reports among different teams, ensuring submission deadlines are met and reports of high quality
- Plan and initiate regular donor check-in/update visits with major institutional donors
- Working with Country management, set ambitious targets for donor engagement and to influence donor strategies
- Represent BRAC South Sudan in relevant donor forums, workshops and conferences where new business development opportunities can be formulated





3.0 Communications

- Develop a country communications strategy for BRAC South Sudan and for individual programs
- Implement and support communications activities for programs and the country office
- Prepare high quality and timely management, operational and program reports
- Support country team management in internal and external communications
- Work with communications teams from BRAC International and BRAC Affiliates to develop capacity statements, information for donors, development of the BRAC South Sudan website, etc.

Required Qualifications/Person Specifications (Experience, Knowledge and skills)

Experience and Knowledge

- A minimum of ten years experience in fundraising and proposal development and grant management with INGOs
- Masters Degree in business administration, or social sciences relevant to the role
- Specialized professional training in fundraising, grants management, donor engagement and donor compliance is preferred
- Strong management experience with INGOs in humanitarian context including field finance for both emergency and development programs
- Demonstrable success in developing consortia among partners and in winning proposals with a variety of donors
- Good understanding of main program sectors of BRAC South Sudan that includes education, WASH, health, food security and livelihoods, and humanitarian emergency
- Knowledge of the requirements of major institutional donors including budgeting, eligibility issues, compliance management, and reporting; experience of engaging with donors at a strategic level
- Exceptional general management and communication skills, including ability to communicate effectively with people of varied professional and cultural background.

Skills and Competencies

- Strong strategic and creative thinking capacity, combined with attention to detail
- Strong leadership and interpersonal skills with a "team first" mindset
- Excellent representation, presentation, coordination and communication skills, including the ability to communicate effectively with people of varied professional and cultural backgrounds
- Demonstrated proficiency in writing, editing and reporting
- Personal commitment, drive for results and flexibility and proven ability to solve complex issues through analysis, definition of way forward and buy in
- Commitment and ability to build the capacity of others
- Substantial knowledge of program and proposal development, including financial and budgetary control, and project/process management
- Proficiency in the use of Google suite applications, MS Office and other relevant technologies
- Strong knowledge and understanding of current trends in digital/social media
- Commitment to BRAC South Sudan's organizational vision, mission and value

How to apply (Application Instructions)

Interested candidates who meet the above requirements should submit their applications by 13:00hrs February 3, 2023 (5:00PM Juba time) to the following email address jubahr-ssd@brac.net /hand delivered to BRAC country Office Atlabara Plot 15 Block L14 Juba .Due to the urgency of this recruitment, interviews will be conducted on an on-going basis and the position may be offered before the deadline. BRAC is an equal opportunity and affirmative action employer. BRAC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to



race, color, religion, sex, age, national origin, disability status, protected veteran status, or any International.

