



JOB ADVERTISEMENT

PROJECT DEVELOPMENT OFFICER

Organization	<p>Peace Winds Japan (PWJ; https://peace-winds.org/en/) is a non-governmental humanitarian organization dedicated to the support of people in distress and threatened by conflict, poverty, or other turmoil. PWJ has implemented a humanitarian programme in South Sudan composed of three projects: a WASH project for IDPs in POCs and IDP camps and host community residents in Central Equatoria; an agricultural support project as part of locust crisis response in Eastern Equatoria; and a WASH support for health facilities as part of the COVID-19 response.</p> <p>Peace Winds Japan (PWJ) is currently looking for a suitable candidate to fill the position of Project Development Officer.</p>
Position:	Project Development Officer.
Terms:	Consultancy Position.
Starting Date:	Immediately.
Reporting to:	Officer In-Charge/Country Representative.
Location:	Republic of South Sudan.
Duration:	Three Months (with possibility of extension depending on the performance).
Key tasks & responsibilities:	<ul style="list-style-type: none"> • Take lead throughout a project development process, including engagements with donors, coordination with the project staff, production of concept notes and proposal/budget; • Coordinate the implementation of PWJ's fundraising strategy. • Identify opportunities for developing new projects in South Sudan as per the donors and Peace Winds Japan guidelines; • Write and submit successful concept notes and proposals to secure funding for those projects; • Develop relationships with key stakeholders who are interested in our approach, including funders (in particular bilateral and multilateral organisations, foundations, and companies), governments, implementers and the media; • Coordinate with Peace Winds Japan's Operation Department and Operation Department of Finance to develop new projects and to prepare concept notes and proposals; • Liaise with the Operation Department of Security to develop new projects ensuring that new projects are feasible in terms of security concerns, and to ensure staff's security when need assessment and/or field trips are planned and required to develop new projects; • To be responsible for the proof reading of key project development related documents in order to maintain PWJ's quality standards.



	Any other duties as assigned by your line manager(s).
Qualification:	<ul style="list-style-type: none"> • At least Bachelor's degree or equivalent (desirably in social science, management, business, public administration, or related fields); • Professional studies in Project Development and management.
Skills & Experience:	<ul style="list-style-type: none"> • Relevant professional record (proposal/budget writing, institutional fundraising, etc.); • Demonstrated ability to form constructive engagement with project stakeholders and donors; • Working knowledge and understanding of Humanitarian Principles and Core Humanitarian Standards; • Public speaking ability, such as through presentations, workshops, trainings; • Demonstrate competence in multi-tasking, working in a fast-paced environment, strategic thinking, and delivery of measurable results; and Japanese language skills; • 5+ years of experience in project development and management; • Exceptional organization and planning skills, ability to manage and follow work plans; • Remarkable attention to details; • Highly developed interpersonal, communication, able to negotiate, influence, give effective feedback, and be a team player; • Able to manage stress effectively, juggle competing priorities; • Able to maintain confidentiality; • Strong computer skills particularly; • Fluent in English.
How to apply:	<p>If you feel you fit the required profile, please let us know how your qualifications, experience and career aspirations match the requirements of this position. Send your application latest by Friday 14th January 2022, at 0400hrs CAT and -addressed to Peace Winds Japan-South Sudan and via email to job.pwjsouthsudan@gmail.com or hand delivery to Peace Winds Japan (PWJ) Office in Juba, at plot No 22 Block A and B East Nimira Talata 3rd class.UAP Equatorial Tower, 8th floor Juba South Sudan. Due to the festive session, the office will remain closed from 24th December 2021 to 2nd January 2022.</p> <p>Please provide an updated Curriculum Vitae (CV) with details of your qualifications, experience and telephone contacts and names of three referees.</p> <p>Due to the urgency of the position, applications will be reviewed on submission and only shortlisted candidates will be contacted.</p>

