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Approved
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JRS South Sudan – Vacancy Announcement

Position Job Title – South Sudan Country Programme Officer

Job Description – JRS South Sudan Country Programme Officer

The JRS South Sudan Programme Officer is a member of the Senior Management Team. The role is tasked with increasing and diversifying the funding base of JRS' country programmes in line with the organisational and country institutional funding strategies, increasing the profile of JRS with potential donors, and supporting and leading the Programme Managers in the development and management of well-designed projects and programmes for submission to institutional donors.

Key Duties & Responsibilities

Business Development (30%)

- Lead on the development, review and implementation of JRS' **funding strategy**, in line with country programme needs and external funding opportunities.
- **Proactively** keep up-to-date with **donor policy developments and trends**, in the development and humanitarian sectors, advise on **donor funding streams** which match with priorities, projects and programmes & **pro-actively identify opportunities for securing institutional funding** from in-country donors, embassies and trust funds.
- Lead and advise on the development of good quality and **well-designed proposals** for submission to institutional and private donors.
- Design and lead **grant inception, grant review, and grant close out sessions** with programme staff and management.
- Participate **proactively and strategically in key donor meetings including Cluster Meetings** at national level in South Sudan in tandem with JRS Strategy & Advocacy Co-ordinator to shape agendas and maximise funding opportunities in line with JRS strategic focus.

Grants Management & Compliance (30%)

- Guide Programme Managers in the **management of all institutional grants**, ensure access to and compliance with all key grant management documentation using standardized internal communications protocol e.g. use of sharepoint for grant management.
 - **Maintain an up-to-date reporting tracking system, share updated reporting schedules** with Programme Managers and Finance on a **monthly basis**,
 - **Co-ordinate Budget v Actual monthly meetings and follow up of agreed remedial actions** agreed
 - Provide guidance to field teams, **co-ordinate the preparation of high-quality reports and submit to donors** in a timely manner.
 - To ensure needs assessments are carried out periodically and for compliance with institutional donors.
2. Coordinate closely with programme managers/field teams to ensure data collection and periodic monitoring of projects.



- **Ensure systematic follow up of all audit management letter recommendations** as they relate to programming and programme management, and **co-ordinate preparations for all donor monitoring and auditing processes** in association with the Finance Manager.
- **Organise/Co-ordinate grant start up workshops with field teams** in collaboration with the Programme Manager, Project Director, Supply Chain and Finance Manager to ensure full understanding of what is required entering into new institutional donor contracts, including compliance with regulations on financial management, procurement, audit, reporting, visibility and communications.
- **Lead in the negotiation and preparation of contract amendment documentation** for donors in consultation with Programme Managers and Project Directors ensuring the JRS South Sudan SMT is aware of and has oversight of any contract amendments.
- In conjunction with programme and finance teams and with the support of the JRS South Sudan ICT **support on the development and testing of the grant management functionality in the Navision system.**

Capacity Building (10%)

- In collaboration with the Programme Managers, provide training to staff and partners around proposal development and report writing, or any other aspect of Project Cycle Management.

Programme Co-ordination & Representation (30%)

- **Ensure overall cohesion** in JRS South Sudan programming in alignment with the JRS South Sudan strategic plan and be able to communicate that to stakeholders effectively
- **Facilitate cross learning and collaboration between key programmes persons** at field locations e.g. Programme Managers, Co-ordinators and ensure effective collaboration with JRS Technical Advisors at Regional and International level.
- Link with the JRS Communications person in the **preparation/review of JRS SS Profile and other related documentation for donor engagement**
- Communicate with other teams within JRS to ensure that the programme is well understood, and that information is available for communication needs.
- Provide **regular updates and actively participate as member of the Senior Management Team (SMT)**

Qualifications & Experience:

Essentials:

- ✓ Graduate qualification in a relevant field and at least three years practical working experience in project management.
- ✓ Minimum 2 years' experience of coordinating with the Local Catholic Church (at least at parish level).
- ✓ Demonstrated experience in project management and implementation (reporting and budgeting) especially developing technical and successful proposals for major donors.
- ✓ Demonstrated experience in accounting and finance.
- ✓ Demonstrated experience in project management in different organisational contexts (UN, IGOs, NGO, FBO).
- ✓ Demonstrated experience and commitment to working with marginalized communities.
- ✓ Strong organizational skills.
- ✓ Strong analytical, strategic thinking and planning skills.
- ✓ Strong monitoring and evaluation skills/experience.
- ✓ Excellent analytical and reporting skills.
- ✓ Excellent knowledge of MS word/Office.
- ✓ Excellent oral and written English.
- ✓ Experience of work in multicultural teams in refugee/IPD settings.
- ✓ Ability to build effective partnership and collaborate with other team members.
- ✓ Ability to work under time constraints in hardship and stressful situations and meet deadlines.
- ✓ Patience, perseverance and ability to work in stressful environment and a simple lifestyle.
- ✓ Proactive and self-motivated.



Desirable:

- ✓ Arabic language

TO APPLY

- Interested qualified candidates are encouraged to apply by latest close of business on 24 February 2022. The application package should include a formal application letter, CV and 3 work references, plus copies of national ID or South Sudanese passport.
- Applications should be submitted by email to info@imatongemploy.com Subject-line must be "APPLICATION – JRS – COUNTRY PROGRAMME OFFICER"
- Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.
- Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.
- Questions regarding the position can be directed to e-mail: info@imatongemploy.com –please mark the e-mail with "Questions – JRS – COUNTRY PROGRAMME OFFICER"
- JRS is an equal opportunities employer.

