



CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

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| Position: | Business Development and Reporting Officer |
| Department: | Program |
| Location: | Juba |
| Reports to: | Deputy Country Director-Programs (DCD-P) |
| Advert status: | External Advert |
| Duration of contract | 8 months |

JOB SUMMARY

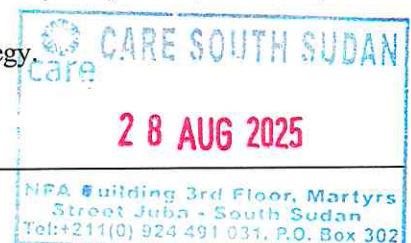
The Business Development Officer will work with the CARE Country Office to expand its program portfolio and the grants and reporting processes, including finding new sources of funding, supporting the design and development of new project proposals, supporting the strengthening and expansion of donor relationships, and assisting the submission of high-quality reports in line with CARE South Sudan’s country strategy and Program Department goals. The Business Development Officer will be a proactive, strategic, and dynamic individual who thrives on relationship building and problem-solving as well as has a track record of developing & winning grants and submitting high quality reports.

Responsibility:

Resource Mobilization and Business Development

- Proactively research and identify funding opportunities from institutional, philanthropic, and private donors, including non-traditional funders.
- Support the drafting and submission of compelling concept notes, grant applications, and partnership proposals. Coordinate closely with CARE’s teams to ensure all aspects of proposal requirements are addressed, including programs and sector teams, MEAL team, grants & finance team, procurement team, and HR team.
- Proactively work with programs and technical teams to seek and identify new project ideas, including innovative solutions to longstanding issues, turning these ideas into concept notes and project designs
- Lead and/or attend relevant resource mobilization and business development related meetings with relevant staff.
- Maintain & organize resource mobilization tracking tool(s), dashboards, files, emails, calendars, donor records, etc., to ensure compliance at Country Office level.
- Support the implementation of CARE’s Resource Mobilization strategy.

External Representation and donor engagement



- Support the development and coordination of donor mapping and funding engagement strategies and drive their implementation across CARE South Sudan with other key stakeholders. This includes coordinating internal project selection processes, providing donor-specific technical and compliance advice and working collaboratively to increase the quality of funding bids and contract management.
- Represent CARE externally with agreed donors, leading on strategic relationship management in liaison with program and funding colleagues; this includes attending relevant external fora and supporting the management and review of donor registration and due diligence processes and/or framework agreements where required
- Support the periodic review of donor feedback and trends, particularly those relating to priority donors, where appropriate preparing learning documents and presentations for dissemination and sharing with colleagues and partners.
- Support development of communication materials for advertising CARE's intervention towards donors and other external stakeholders with the end to increase CARE visibility and funding opportunities.

Reports Management & Compliance

- Support timely submission of high-quality donor reports, adhering to all donor requirements and guidelines.
- Track donor-related deadlines and coordinate internal planning to ensure timely and accurate submissions.
- Provide administrative support related to grants (e.g., Go-No-Go forms, calendar tracking, kick off meetings, roles clarification, grant review meeting minutes, etc.).
- Regularly update the Report Tracking tool ensuring internal and external deadlines are followed as per Grant Agreements and promptly communicated to relevant colleagues in the Country Office.

OTHER RESPONSIBILITIES AS ASSIGNED

Required.

- Bachelor's degree in international Affairs, Development, International Political Economy, Project Management, Monitoring & Evaluation, or other relevant.
- Minimum 4-5 years of relevant professional experience within development/humanitarian sector.
- Proven grant writing record.
- Prior grants or program management experience.
- Familiarity with compliance essentials and experience in working for institutional donors such as EU/ECHO, GAC, FCDO, UN agencies, and SSHF.
- Excellent interpersonal skills and ability to work effectively with people at all levels with varied backgrounds, experience and skills and contribute to achievement of common goals.
- Excellent organization skills, including time management & prioritization.
- Excellent analytical skills and expertise in developing systems and processes to analyze and track information.
- Excellent English language skills (written and verbal),
- Strong English writing skills with ability to write proposals and reports effectively.
- Strong computer literacy required.
- Sound understanding of local context and humanitarian & social needs of most vulnerable population groups in South Sudan.
- Willingness to travel to the rural and remote areas of South Sudan.

Desired.

- Master's degree in a relevant field will be added advantage



HOW TO APPLY

The position will be based in Juba. This position is **ONLY open to South Sudanese Nationals**. Opening Date **28th August 2025** and Closing date CARE South Sudan receiving application will be **16th September 2025**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Juba Head Office, NPA Building 3rd floor, Martyrs Street.

NB:

- Applications once received are not returnable
- **Female Candidates are Highly encouraged to Apply**

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity.

