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by - Inspector
10/11/21



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. JBA 2021/10/27

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC is operational in Unity states, Central Equatoria, Western Bahr El Ghazal and the Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

Position Title:	Grants Management Coordinator
Reports to:	Head of Programs
Unit/ Department:	Programs
Duty Station:	Juba
Type of Employment	Fixed term Contract
Eligibility:	South Sudanese National Only
Employment Start Date:	As soon as possible
Salary	According to DRC DDG salary policy – Non-negotiable
Advertisement Closing Deadline	30th November 2021

Overall purpose of the role:

Overall purpose of the role: The overall purpose of the Grants Management Coordinator position is to support grant management, proposal development and engagement with donors and ensuring that all grants processes and donor requirements are met for the assigned portfolio. The Grants Management Coordinator is expected to autonomously lead aspects of the assigned Grants portfolio, working closely with other Grants Management Coordinators, Area Managers and operations (finance, supply chain) staff as required.

Responsibilities:



Fundraising:

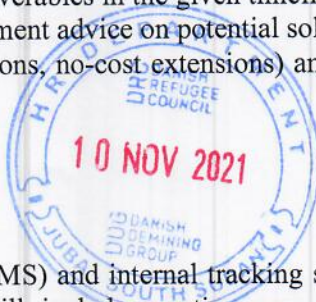
- Lead in development of fundraising documents (expressions of interest/concept notes/proposals etc.) in line with DRC country strategy and donor requirements and in close collaboration with Program/field staff, DRC HQ GMU (Grant Management Unit) and finance;
- Liaise with Area Managers, Project Managers and Technical Coordinators to ensure that proposals are relevant and technically sound, and integrate learning from previous interventions (e.g. lessons learnt and best practices) into new proposals;
- Liaise with M&E to contribute to the ToRs of assessments to be conducted for proposal development and development of logframes
- Involve operations teams in the development of fundraising documents, particularly finance for the budget and logistics in case of specific donor procurement rules;
- Identify potential relevant international and/or local partners (private sector partners, national and international NGOs, think tanks, academia, etc.) to be included in proposals;
- Analyze the country's socio-economic situation, donor trends, needs and gaps;
- Maintain active and regular working relationships with donors;
- Maintain active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia and academia;
- Regularly update a directory of donors, international and local NGOs, other partners and stakeholders;
- Regularly update a country-tailored donor-engagement tracker identifying donor funding priorities and engagement with DRC;
- Contribute to the reporting to national and local authorities as required by DRC registration/legal status in country;
- In the absence of Technical Coordinators, represent DRC in key clusters and working group meetings.

Contracting:

- Maintain thorough knowledge of assigned DRC grant contracts to ensure understanding of contractual obligations and regulations at both the Juba and field levels, and function as donor-compliance focal point for a determined split of the funding portfolio;
- Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and DRC HQ GMU and finance;
- Read thoroughly all contracts before signature, seeking DRC HQ GMU and finance advice when required and facilitating signing of grant agreements;
- Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, M&E and Operations team;
- When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek DRC HQ Program Department advice on potential solutions that would meet donor rules.
- Lead on contract amendments (cost extensions, no-cost extensions) and project revisions in coordination with relevant internal stakeholders.

Grants Management System:

- Ensure the Grants Management System (GMS) and internal tracking systems are fully updated for projects in the Grants Specialists' portfolio. This will include creating new project cards, milestones, instalments, documents, status, outputs, and beneficiary numbers and correcting discrepancies, in close coordination with counterparts in headquarters.
- Support the Reporting Officer and/or other staff in maintaining and regularly updating hard files for all ongoing DRC projects and assist in the coordination and preparation of project documents and files for internal and





external audits;

- Provide ad hoc support to programme staff on grants management module in DRC Enterprise Resource Planning (ERP) system.

Reporting:

- Lead the coordination of quality narrative reports for assigned grants, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with DRC HQ GMU and finance, which will contribute ultimately to steady cash inflow;
- Work in close relation with M&E to incorporate project data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from M&E;
- Liaise with operations teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- Ensure organization of kick-off and close out meetings for each project, present on project-specific donor compliance and reporting, and support in taking meeting minutes and action points for circulation;
- Contribute to the monthly update of the Programme Tracker and Rolling Action Plan (RAP) and ensure smooth and regular communication with DRC HQ and field teams;
- Ensure ad hoc requests from donors are addressed in liaison with the CD, programme and support teams;

Coordination and Communication:

- Facilitate interdepartmental communication and information sharing;
- Keep DRC HQ GMU and finance updated on latest developments, opportunities and challenges so that GMU can best advise on the way forward;
- Contribute to DRC external communication strategy by feeding regularly DRC HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific events for DRC communication tools, including, but not limited to, DRC Newsletter, websites and DRC Annual Report;
- Update and design of required communication and visibility tools and publications, their dissemination and availability to DRC teams, as well as the capitalization of media and pictures of the mission.

Other

- Support capacity building of staff on proposal development, report writing and other aspects of grants management process.

Actively contribute to the development of DRC's programming and technical strategy development in South Sudan





Desirable qualifications: (include certificates, licenses, etc.)

- 3-4 years' experience working in the development or humanitarian sectors or comparable experience
- Experience in management of grants, contract management and grants management systems
- Experience working in South Sudan and other similar contexts
- Ability to engage and coordinate seamlessly with various teams to achieve tasks required
- Detail oriented with excellent English language writing and editing skills.
- Experience in leading development of high value proposals and excellent donor reports writing skills.
- Experience working with European, US and UN donors, ideally including DANIDA, ECHO, OFDA, UNHCR, SDC, or other relevant donors
- Flexibility and adaptability for working under the pressure of multiple deadlines and competing priorities. Key to this characteristic is the ability to prioritize tasks.
- Familiarity with relevant programme areas including protection, camp coordination and camp management, food security and livelihoods, shelter/NFI and/or WASH

Education: (include certificates, licenses etc.)

- A relevant bachelor's degree in international relations, development or related field – or – relevant relatable experience.
- A relevant master's degree (desirable)
- Strong interpersonal and communication skills for engaging regularly with donors, other humanitarian organizations, and both national and expat staff. Cultural sensitivity is essential.
- Experience working effectively in both a team and under minimal supervision.
- Previous experience working in South Sudan or a similar context is preferred.

Languages:

- English
- Fluency in at least one or more local languages.

Key stakeholders:

- Internal
 - Head of Programs
 - Area Managers and Project Managers
 - MEAL and Technical team
 - Finance team
 - HQ and regional office
- External
 - Donor focal points
 - INGO grants team



All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values



How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo.

OR

Submit your hard copy application to the Human Resource department to the attention of HR/Admin Manager DRC office Juba Title of the position/vacancy number **MUST** be clearly mark in the application subject line and on envelop.

Gender Equality: DRC is committed to achieving gender parity in staffing at all levels. In light of this, women candidates are particularly encouraged to apply to bridge the gender gap.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics

Safeguarding: *DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti -Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process*

NOTE:

CVs may be reviewed on a rolling basis and the position might be filled before the deadline. Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically check on the South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities with DRC.

