



JOB DESCRIPTION ADVERTISEMENT

Position:	Head of Business Development & Partnership (HBDP)
Location:	Juba Country Office
Report To:	CEO/ED
Contract:	Full Time
Level:	Open to any South Sudanese National Only

1. ORGANIZATIONAL BACKGROUND

Medicaire South Sudan is a national, women-led, non-governmental organization committed to advancing equitable access to health, nutrition, water, sanitation and hygiene (WASH), food security and livelihoods (FSL), protection, and humanitarian response services across South Sudan. Established and registered with the Relief and Rehabilitation Commission under the NGO Act 2016 (Reg. No. 588), Medicaire was founded by South Sudanese women health professionals who envisioned a healthier, safer, and more resilient society for all.

The organization places women's leadership, gender inclusion, accountability, and community participation at the center of its governance and programming. Through humanitarian action and development-oriented interventions, Medicaire works to deliver responsive, inclusive, and sustainable support to crisis-affected and vulnerable populations. The organization also values strong, long-term partnerships with donors, government institutions, civil society, private sector actors, and communities as a core pathway for expanding impact and strengthening locally led solutions.

2. ORGANIZATIONAL MANDATE

Medicaire South Sudan's mandate is to promote a healthy, safe, and protective environment for women, children, and vulnerable populations, particularly pregnant and lactating mothers, children under five, survivors of gender-based violence (GBV), persons with disabilities, returnees, internally displaced persons (IDPs), and host communities. The organization works to reduce suffering, mortality, and morbidity through life-saving humanitarian response, while promoting dignity, equity, inclusion, and resilience.



3. JOB PURPOSE

The Head of Business Development and Partnerships is a senior management role responsible for leading Medicair South Sudan's institutional growth, strategic partnerships, and resource mobilization agenda. The position provides leadership in identifying and pursuing funding opportunities, strengthening donor and stakeholder engagement, expanding strategic alliances, and enhancing the organization's visibility and positioning within the humanitarian and development landscape.

Working closely with the Chief Executive Officer and senior leadership team, the post holder will guide the development of business development strategies that support organizational sustainability, program expansion, and long-term institutional strengthening. The role also contributes to proposal development, partnership negotiations, donor stewardship, and external representation in a manner consistent with Medicair's mission, values, and commitment to women-led and locally grounded leadership.

4. KEY RESPONSIBILITIES

4.1 Strategic Business Development and Institutional Growth

- Lead the design and implementation of business development and partnership strategies aligned with the organization's strategic plan and institutional priorities.
- Identify, assess, and pursue funding opportunities, strategic collaborations, and areas for programmatic and institutional growth.
- Develop annual departmental plans, performance targets, and growth priorities that support organizational sustainability and expansion.
- Provide strategic advice to senior leadership on donor trends, funding prospects, competitive positioning, and external engagement opportunities.
- Conduct donor mapping, stakeholder analysis, and contextual scanning to support informed business development decisions.
- Contribute to long-term planning processes aimed at strengthening Medicair's institutional profile, funding base, and strategic relevance.

4.2 Partnership Development and Stakeholder Engagement

- Build and maintain strong working relationships with donors, government entities, UN agencies, development partners, private sector actors, national and international NGOs, and other relevant stakeholders.
- Lead the initiation, development, and management of strategic partnerships that advance Medicair's mission and program objectives.
- Oversee the negotiation and preparation of memoranda of understanding (MOUs), partnership agreements, and collaboration frameworks.



- Represent the organization in donor meetings, coordination forums, conferences, technical working groups, and strategic engagement platforms.
- Promote the organization's identity, programmatic strengths, and added value as a women-led national NGO.
- Support partnership approaches that promote mutual accountability, shared learning, and long-term collaboration.

4.3 Resource Mobilization and Proposal Development

- Lead the organization's resource mobilization efforts by identifying and securing financial and technical support from institutional donors, foundations, development agencies, and other partners.
- Coordinate the development of high-quality concept notes, grant proposals, expressions of interest, capability statements, and partnership submissions.
- Work closely with program, technical, finance, and operations teams to produce responsive, compliant, and competitive funding applications.
- Support budget development and proposal planning in line with donor requirements and internal priorities.
- Maintain an updated funding pipeline and submission calendar, tracking opportunities from identification through submission and follow-up.
- Strengthen internal systems and staff capacity related to proposal development, donor engagement, and funding readiness.

4.4 Organizational Positioning and Visibility

- Contribute to strengthening Medicair's external profile, credibility, and strategic positioning within the humanitarian and development sector.
- Support the preparation of organizational profiles, presentations, engagement briefs, and other visibility materials for donors and partners.
- Identify opportunities to showcase organizational achievements, lessons learned, and program impact through external platforms and stakeholder engagement.
- Collaborate with leadership and relevant departments to improve institutional visibility and relationship management.
- Advance the recognition of Medicair as a capable women-led national organization contributing to locally led humanitarian and development action.



4.5 Leadership and Team Management

- Provide strategic direction and day-to-day supervision to staff within the business development and partnerships function.
- Set clear performance objectives, work plans, and deliverables for the department.
- Mentor and support team members to strengthen skills in partnership management, donor engagement, proposal writing, and external representation.
- Promote a culture of accountability, collaboration, continuous improvement, and professional growth.
- Foster close coordination with programs, finance, operations, MEAL, and communications teams to support effective planning and execution.
- Conduct performance appraisals and contribute to staff development planning.

4.6 Monitoring, Reporting, and Compliance

- Establish and maintain systems for tracking partnership engagement, proposal performance, funding outcomes, and departmental progress.
- Prepare regular reports for senior management on funding pipeline status, partnership development, strategic achievements, and emerging opportunities.
- Maintain accurate records of donor engagement, submissions, agreements, and partnership documentation.
- Monitor compliance with donor requirements, partnership commitments, and internal organizational policies.
- Support organizational accountability by documenting progress, challenges, lessons, and action points related to business development and partnerships.
- Promote compliance with safeguarding, ethical partnership principles, and relevant legal and regulatory obligations.

5. QUALIFICATIONS AND EXPERIENCE

5.1 Academic Qualifications

- Master's degree in Business Administration, International Development, International Relations, Strategic Management, Public Administration, Marketing, Economics, Finance, or another relevant field from a recognized institution.
- Bachelor's degree in Business Administration, Management, Marketing, Economics, International Relations, Development Studies, or a related discipline.



- Professional certification in business development, fundraising, partnership management, project management, grant management, or strategic leadership is an added advantage.

5.2 Professional Experience

- Minimum of 8 to 12 years of progressive professional experience in business development, strategic partnerships, resource mobilization, donor relations, fundraising, or institutional growth.
- At least 5 years of experience in a senior management or leadership role.
- Demonstrated success in securing funding from institutional donors, development partners, foundations, or other financing mechanisms.
- Proven experience in proposal development, partnership negotiation, donor engagement, and grant acquisition.
- Experience working with NGOs, INGOs, UN agencies, development partners, government institutions, or private sector partners in humanitarian or development settings.
- Strong understanding of the South Sudan humanitarian and development context is highly desirable.
- Demonstrated experience leading cross-functional teams and supporting organizational growth and change



6. REQUIRED COMPETENCIES AND SKILLS

6.1 Technical Competencies

- Strategic planning and institutional growth
- Resource mobilization and donor engagement
- Partnership development and stakeholder management
- Proposal and grant writing
- Negotiation and agreement management
- Budget development and financial literacy
- Donor compliance and reporting
- Market and stakeholder analysis
- External representation and communication
- Project planning, coordination, and performance monitoring



6.2 Behavioral Competencies

- Strong leadership and sound decision-making
- Excellent interpersonal and communication skills
- High standards of professionalism and integrity
- Strategic and analytical thinking
- Results-focused and accountable
- Strong networking and influencing ability
- Problem-solving and innovation
- Ability to work effectively under pressure
- Strong planning and organizational skills
- Adaptability and resilience
- Commitment to gender equality, inclusion, and safeguarding



7. KEY PERFORMANCE INDICATORS (KPIs)

- Number and quality of strategic partnerships established and maintained
- Annual value of funding secured
- Number of successful concept notes, proposals, and grant applications submitted
- Proposal success rate and conversion ratio
- Growth and diversification of the funding pipeline
- Stakeholder and donor satisfaction
- Improvement in organizational visibility and strategic positioning
- Timely submission of reports, proposals, and strategic deliverables
- Strengthening of internal systems for business development and partnership management



8. WORKING RELATIONSHIPS

Internal

- Chief Executive Officer / Executive Director / Head of program implementation HPI
- Executive Leadership Team
- Programs and Technical Teams
- Finance Department
- Operations Department
- Human Resources Department
- Communications and MEAL Teams



External

- Government ministries and agencies
- Donors and development partners
- United Nations agencies
- National and international NGOs
- Private sector partners and foundations
- Academic and research institutions
- Media and public relations stakeholders
- Community representatives and civil society networks



9. WORKING CONDITIONS

- The position is based in Juba, South Sudan, with regular travel within the country and occasional regional or international travel as required.
- The role may require attendance at meetings, donor engagements, coordination forums, and external events outside normal working hours.
- The post holder must be able to work effectively in a dynamic and fast-paced humanitarian and development environment.

10. APPLICATION REQUIREMENTS

Interested candidates should submit:

- Updated Curriculum Vitae (CV)
- Cover Letter
- Copies of academic and professional certificates
- Contact details of at least three professional referees

Only shortlisted candidates will be contacted

11. EQUAL OPPORTUNITY STATEMENT

Medicair South Sudan is an equal opportunity employer committed to diversity, inclusion, safeguarding, and the advancement of women's leadership. Qualified candidates are encouraged to apply regardless of gender, ethnicity, disability, religion, or background.

<ul style="list-style-type: none">▪ Application:	<ul style="list-style-type: none">▪ How to apply: send email to, hr@medicairssd.org or drop your application to Medicair Country office Juba▪ What requires: updated CV, Motivation letter, Certificates, Copy of National ID or Passport also is a must.▪ Deadline: July 13th, 2026 at 5:00PM▪ NB: Female candidates are strongly encouraging to apply
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