

## JOB PROFILE

How to Apply for this Job

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### Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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### Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org)

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Programme Funding Officer
<b>Group</b>	International Group
<b>Team</b>	South Sudan
<b>Location</b>	Juba
<b>Responsible to</b>	Programme Funding Coordinator

### Part 1 – Job description

#### 1. Main purpose of the job

The Programme Funding Officer (PFO) will be responsible for supporting the Programme Funding Coordinator (PFC) in coordinating proposals, donor reporting, and project information management systems within the South Sudan programme. The role will also provide accountability to those donors while ensuring compliance to donor and Tearfund rules and conditions within the programme. Additionally, the role will build the capacity of selected partners to source, manage and close donor projects. This requires working closely with the Programme Funding Coordinator, programme team, partnership team, partner staff and other stakeholders to draft and edit donor proposals and reports; coordinate compliance with various institutional donor rules and Tearfund policies; coordinate and support donor field visits and evaluations; lead analysis of field experience to derive lessons learnt; write news and prayer letters on request; and share best practice, while building the capacity of partners to fundraise, engage with donors externally, and manage grants.

#### 2. Position in organisation

- **Grade: B1**
- Directly reports to the Programme Funding Coordinator
- Closely coordinates with the Programme and Finance Team keeping them abreast of ongoing work interaction and communication with donors and teams external to the country team
- Also coordinates with the Country Director, Programme Director, Program Funding Coordinator, Area Coordinators, Sector Advisors, MEAL Adviser, Program Managers, Project Managers, Logistics Manager, and Finance Manager.
- Liaises with the Partnership team and Partners

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member, you are expected :-

- To model godly leadership in all aspects of character and conduct.
- To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
- To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
- To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
- To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.

#### **4. Organisational requirements**

- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- At all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

#### **5. Duties & Key Responsibilities**

##### **5.1. Donor Acquisition And Strategy**

- Support the Programme Funding Coordinator on specific calls for proposals and funding opportunities in conjunction to working closely with the Regional Programme Funding Manager.
- Ensure all donor submissions are in line with Tearfund's Quality Standards, the priorities outlined in the country strategy, Project Cycle Management (PCM) and sector good practice, by editing and undertaking a final proof reading of all documentation prior to submission.
- Contribute in drafting concept notes and proposals, including budgets (working closely with Finance) in a timely manner while ensuring donor guidelines are followed.
- Work alongside partners to develop funding proposals to different donors ensuring resource mobilisation skills are transferred during the proposal development and acquisition processes.
- Conduct annual capacity assessments of partners in donor acquisition and work with partners to develop and strengthen partner capacity for resource mobilisation.
- Coordinate the provision of the required information for Project Development Meetings (PDMs), to ensure relevant authorisation is gained prior to donor submissions.
- Support the submission of donor reports and other documents with the rest of the team.
- Build partner capacity to develop quality, evidence based donor reports that tell a compelling story of donor impact on partner communities.
- Provide appropriate support in planning and accompanying donor visits to the projects..
- Support the facilitation of learning sessions around acquisition and donor management for partner teams.

##### **5.2. Grant Management**

- Ensure the in-country team and partners are aware of, and able to meet the contractual commitments made by supporting the training and ongoing accompaniment of staff and partners on the agreements, rules and regulations.
- Support the country team to coordinate all project related internal reporting within the programme and to the donors, and act as the point of contact for project related information to and from the donors.
- Build the capacity of partners to understand donor fiduciary requirements and integrate these requirements into program management & MEAL standards.
- Visit activities on the ground to verify accuracy of reports and alignment to grant agreement
- Ensure availability and appropriate use of programming information to be used in reports, information briefs, bulletins and case studies.
- Support the country team to undertake internal end of project reviews, and external evaluations, to ensure learning is captured, understood and disseminated within the programme and corporately for possible inclusion into emerging best practice and policy formulation.
- Coordinate the arrangements for in-country donor visits for monitoring and evaluation, in consultation with Country Director
- Actively draw out lessons to be shared within the team, but also with the broader regional and technical teams

- When requested, support the management of funds raised from other sources such as Trusts, Foundations, Key Investors, etc.

### **5.3. Corporate And Donor Compliance**

- Oversee and maintain the programme's Grant Management Information System (GMIS) and Acquisition Management Tracker (AMT) to ensure the timely and quality submission of internal and external proposals and reports, setting deadlines for submission of draft documents.
- Build the capacity of partners to develop and manage Grant Information Systems and process maps for effective implementation of donor funding.
- Part of the team involved in assessing capacity to partner to carry out implementation of Institutional Funding.
- In consultation with the Programme Funding Coordinator, maintain a standard filing system to ensure core donor and project related documentation is held and accessible, using effective paper and electronic filing systems in accordance with Tearfund standard procedures. Build partner capacity to have and update filing systems.
- Act as a focal point for information on the institutional donor rules and regulations applicable to each donor project.
- Support the training and ongoing accompaniment of partners on the contractual agreements and donor rules and regulations of the signed contracts, monitoring their compliance and ensuring measures to address partner gaps are included in the capacity building plans

### **5.4. External Representation**

- As delegated by the Programme Funding Coordinator, attend relevant inter-agency and donor coordination meetings.
- Accompany partners to external representation meetings and support partners to effectively build their organisational profiles in donor and cluster spaces.
- Support the Programme Funding Coordinator in developing and maintaining donor relations with in-country representatives, through email, phone and face-to-face meetings.
- Produce prayer updates for Tearfund supporters, where requested.

## Part 2 – Person specification

**Job title:** Programme Funding Officer

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree / equivalent qualification, or equivalent work experience in a related subject.</li> </ul>	Masters in Development studies or other related studies
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of two years International NGO field experience in a similar position: grant management, proposal development (narrative and budgets) and donor reporting.</li> <li>Proven ability to develop winning proposals for public and/or private sector donors</li> <li>Experience in logframe development and Project Cycle Management</li> <li>Experience in conveying stories and case studies to external audiences in an appropriate and timely manner</li> <li>Experience in strategic planning</li> <li>Experience in project implementation</li> <li>Experience in capacity-building in a coaching and accompaniment model</li> </ul>	<ul style="list-style-type: none"> <li>Experience in capacity-building national staff in reporting and proposal writing</li> <li>Experience of working to SPHERE Standards, People In Aid, Red Cross Codes of Conduct &amp; HAP Principles</li> <li>Experience with USAID/BHA, ECHO, GAC, DRA, BMZ, GFFO, and UN Donors.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Excellent English language (written and verbal) skills</li> <li>Excellent problem solving skills and ability to learn quickly</li> <li>Strong interpersonal and team coordination skills</li> <li>Proficiency in Microsoft Excel, Word, and PowerPoint.</li> <li>Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> <li>Strong negotiation and representation skills</li> <li>Strong organisation and administrative capacity</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of development communication and terms</li> <li>Experience of using Google mail, docs and drive.</li> <li>Experience of working in sectors relevant to Tearfund's strategy e.g. Health, Nutrition, Food Security, WASH, Protection, Peacebuilding etc.</li> <li>Experience of developing and/or managing consortia</li> <li>Good numeracy skills and ability to analyse and interpret data</li> <li>Ability to lead and facilitate team prayer and Bible studies</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Christian</li> <li>Committed to Tearfund's Mission, Values and Beliefs</li> <li>Humanitarian &amp; Christian motivation</li> <li>Emotionally and spiritually mature</li> <li>A strong team player and a practical desire to support the field team</li> <li>Understanding and sensitivity to cross cultural issues</li> <li>Ability to remain calm under pressure</li> <li>Diplomatic and determined Willingness to travel and live in basic conditions.</li> </ul>	
<b>OTHER COMMENTS:</b>		
<ul style="list-style-type: none"> <li>Regular travel within South Sudan, and potentially between other countries in the region, is a requirement</li> </ul>		

- **Need to have the right to live and work in South Sudan**
- **All roles require a Police check**
- **Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure**