



*Impact Health Organisation*

**IMPACT HEALTH ORGANISATION**

Juba South Sudan  
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**Job Opening**

proposal-and-grants-development-writing

<b>Job Title:</b>	Proposal and Grants Development / writing	<b>Designation:</b>	Proposal and Grants Development Consultant
<b>Company:</b>	Impact Health Organisation-IHO	<b>Department:</b>	Programmes - IHO
<b>Status:</b>	Open		
<b>Planned number of Positions:</b>			1
<b>Vacancies:</b>			1
<b>Route:</b>	proposal-and-grants-development-writing		

**Purpose**

To provide the conceptual, writing skills, and technical expertise needed to write concept papers and proposals to secure funding for emergency and long-term development programs.

**Responsibilities**

**Contextual Awareness:**

- Familiarize yourself with existing IHO programming in the country to inform opening sections of letters of intent, concept papers, and proposals.
- Write concise pieces for proposals that communicate the development and humanitarian situations, and the areas of attention for IHO and that fit with the program strategy.
- All staff members understand and abide by the IHO Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy.
- All staff must sign the relevant Code of Conduct.
- Staff is required to report any suspicions of exploitation and abuse of children and vulnerable people via established internal mechanisms.
- All staff must adhere to IHO’s zero-tolerance policy for sexual exploitation and abuse of children.

**Donor and Sector Awareness:**

- In coordination with the Country Office (CO) contact, liaise, and reach out to donors in country and outside the

country.

- Be familiar with the requirements and formats of different donors with respect to sectors, priorities, guidelines, and what budget lines are fundable and what are not.
- Know the time frame and submission deadlines for the relevant donors.
- Identify strategies for multiple funding.

#### **Proposal Design and Writing:**

- Work closely with the Country Director and Program Manager to develop concept papers based on the assessment outcomes, donor interest, and our strategy.
- Work closely with the CO finance team to ensure that the budget complies with CO requirements.
- Identify information gaps blocking proposal completion and secure the necessary information to complete.
- Ensure IHO staff are fully aware of what information is needed.
- Rapidly revise, update, and expand concept papers into full project proposals as recommended by donors.
- Develop project proposals in such a way as to ensure harmonization across projects and sectors to produce a cohesive, credible, and coordinated program according to the agreed program strategy

#### **Project Management:**

- Provide technical guidance on project design, and implementation approach undertaken.
- Offer continuous project monitoring and evaluation support to the organization whenever called upon.
- Support the programs team in the alignment of implementation plans to the project proposal and approved work plans.

#### **Key Internal Contacts:**

- Country Director, Programs officer, Finance and Admin coordinator

#### **Reporting Lines**

- Reports directly to the Country Director and indirectly to the Programs.

#### **Core Competencies:**

##### **Personal Skills:**

- Ability to work independently
- Communication Skills: Well-developed written and oral communication skills.

##### **Integrity:**

- Works with trustworthiness and integrity and has a clear commitment to IHO's core values and principles.

##### **Resilience/Adaptability and flexibility:**

- Ability to operate effectively under extreme circumstances including stress, high-security risks, and harsh living conditions.
- Works and lives in a flexible, adaptable, and resilient manner.

##### **Awareness and sensitivity of self and others:**

- Demonstrates awareness and sensitivity to gender and diversity.

##### **Work style:**

- Must have the capacity for initiative and decision-making with competent analytical and problem-solving skills.
- Part-Time.

##### **Experience:**

- More than 5 years of experience in a proposal writing position with a minimum funding award of 500,000 USD in the area of Health, WASH and Nutrition

##### **Required Technical Competencies:**

- Capacity to work in a multi-sector team, including coordinating technical input into proposals.
- Ability to work rapidly remotely in writing and where necessary revising proposals.
- Familiarity with the requirements of donors and capacity to work in a multi-donor environment, including EURONAIID, DFID, ECHO, OFDA, AUSAID, USAID CIDA etc

- Good program design skills, including the capacity to prepare logical, coherent, and consistent documents including log frames

**How to Apply:**

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience. The above documents can be delivered to IHO Head Office, Bilfam road TongPing, Juba-South Sudan, Or sent in soft copy to: [pm@ihosavinglives.org](mailto:pm@ihosavinglives.org) cc. [jobs@ihosavinglives.org](mailto:jobs@ihosavinglives.org)

**Only shortlisted candidates will be contacted.**

Due to the urgency of these roles, **Deadline for Application** 31st OCT 2023.

IHO reserves the right to shortlist applications prior to the closing date 31st October 2023.