



**JOB ADVERT: GRANT ACQUISITION MANAGER**

**Job Location:** Juba [South Sudan]

**Applicant Types:** Local and International Applicants (IA's) Accepted

**Reporting to:** Head of Programming & Resource Acquisition

**Depart:** Grant Acquisition Unit

**Job type:** Contract, 12 months +

**The Organization**

Action for Sustainable Improvement & Management Organization (ASIMO) is a registered non-profit making, non-political, non-racial, and non-religious national non-governmental organization with the Relief and Rehabilitation Commission (RRC), National Ministry of Justice and Constitutional Development Juba. ASIMO has its main office in Juba the capital City of the Republic of South Sudan, with field offices in Western Bahr el Ghazal, Aweil NBGS, Warrap, Lakes, Jonglei, Upper Nile & central Equatoria States. ASIMO scope of operation extends nationwide in South Sudan, as the need for humanitarian intervention is overwhelming.

**JOB DESCRIPTION & PURPOSE**

To lead the growth of ASIMO's funding portfolio considering the contextual needs of the Country's Operating Models. The role is required to strengthen the institutional funding capacity of the Program funding team, develop high-quality proposals for institutional donors within and outside South Sudan, develop and manage consortia and multi-country proposals, contribute to building the funding portfolio in the region through the mapping, cultivation, and external engagement with new and current donors. The grant acquisition manager reports directly to and is supervised by the Head of Programming & Resource Acquisition, but is expected to work with a high degree of autonomy and initiative. S/he cooperates with the Project managers, & field Officers.

**MAJOR RESPONSIBILITIES**

% Time	Major Activities	End Results Expected
30%	<b>Programme Funding Strategy</b>	<ul style="list-style-type: none"> <li>• Support the strategy development and program design processes that country teams periodically engage in.</li> <li>• Equip county teams with updated donor mapping and donor thematic knowledge to inform the development/adaptation of country funding plans.</li> <li>• Work with countries to develop and implement country, regional, and multi-country funding plans aligned to the Country and Regional Strategic objectives.</li> </ul>





		<ul style="list-style-type: none"> <li>Identify relevant funding opportunities and share synopses for countries to inform whether they apply or not.</li> </ul>
50%	<b>Grant Acquisition</b>	<ul style="list-style-type: none"> <li>Identify multi-country or regional funding opportunities and lead the countries on the joint submissions.</li> <li>Identify relevant opportunities and distill these to country teams.</li> <li>Play a leading role, as appropriate in coordination with relevant teams, on complex bid development for the acquisition of new funding.</li> </ul>
20%	<b>Donor knowledge and learning</b>	<ul style="list-style-type: none"> <li>Aligned to the Programme Funding Team's Capability workstream, regularly disseminate practical knowledge and learning to country field staff across the remit of Institutional Funding.</li> <li>Provide feedback to Donor Leads (DLs) regarding learning from field implementation and donor relationships to build the centralized body of knowledge.</li> <li>Actively contribute to the development of Programme Funding capability work stream products.</li> <li>Arrange capacity development planning for Regional, Country staff, and partners in accordance with capacity assessments undertaken.</li> <li>Deliver training to ASIMO regional and Country staff and partners before and during delivery of agreed complex institutionally funded programs, on all practical aspects of program donor compliance.</li> </ul>
	<b>Donor Relations and Networking</b>	<ul style="list-style-type: none"> <li>Central contact with international and in-region donors and coordination with the Country Directors in relation to in-country donors of funded projects.</li> <li>Delegated contact for liaison for agreed donors under the program portfolio, maintaining relationships with regular visits and interactions.</li> <li>Act as lead contact for the pursuit of consortium opportunities.</li> <li>Network with other agencies who are receiving complex IF donor grants to share and apply learning.</li> <li>Work collaboratively with the ASIMO management team to pursue and manage institutional funding.</li> </ul>
	<b>Grant &amp; Risk Management</b>	<ul style="list-style-type: none"> <li>Manage the grant proposal team and consultants to submit successful bids.</li> </ul>






- Team effectively with internal and external stakeholders to best position for success in achieving strategy.
- Research, analyze, develop, and track relationships with new and current prospects for proposals and produce reports, capability statements, agreements, etc. for their development and management.
- Lead, collaborate, and participate in the entire grant proposal process, including conceptualization, performing research, producing compelling content, making revisions, submission and follow-ups.
- Monitor the competitive landscape, testing new approaches and adopting best practice strategies.
- Lead the planning and organization required to develop consortium proposals with other NGOs and cross-team proposals across the organization.
- Conduct donor mapping based on Country Strategic priorities and use acquired intelligence from the donor landscape to advice countries on how to position themselves (program, fiduciary compliance competencies) to acquire funding.
- Ensure overall project financial and narrative reporting requirements, disbursements, and work plans are understood by the management lines and adhered to.
- Review and sign off proposals and reports, ensuring submissions are in accordance with donor requirements and of sufficient quality.
- Work with the Country programs to maintain contract information: filing of emails, electronic documents, and hard copies to fulfill internal and external auditing requirements, in conjunction with Donor Lead central files.
- Facilitate Country programs to manage the project close in liaison with the Audit & Compliance Officer, including archiving and managing the receipt of final payments from the donor.
- Establish a Technical Working Group to form a Communities of Practice to ensure lessons learned, recommendations and good practice in donor relations/grant management are shared across the Region.





ASIMO

	<p><b>Staff Development &amp; Capacity management</b></p> 	<ul style="list-style-type: none"><li>• Responsible for the line management and the performance management in accordance with ASIMO's performance management system ensuring remedial action is taken to address any areas of poor performance.</li><li>• Assist with the outworking of the individual country strategies and PF&amp;S strategy through the alignment of personal objectives and daily tasks with the strategies.</li><li>• Matrix Management of the Grants and Information Coordinators</li></ul>
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### **Essential Knowledge and Experience**

- In-depth knowledge of current issues and trends, in both the development and humanitarian sectors in South Sudan.
- Proven ability in securing funding and managing relationships with major institutional donors (such as USAID, FCDO, or the European Commission and UN agencies) preferably in ASIMO's thematic areas of (Food Security & Livelihoods, Environment, WASH, Peace building, Gender Based Violence and health, Preparedness, Response and Resilience.)
- Significant experience of leading teams through Project design, planning, proposal writing and budgeting processes.
- Extensive experience in needs assessment, project design, project proposal development and reporting.
- Previous experience within the Relief and Development Sector.
- Capacity building, training and/or mentoring. Experience in identifying, setting up and managing consortia.

### **Skills**

- Exceptional conceptual and strategic thinking skills
- Good Communication skills
- Excellent interpersonal skills, including the ability to build relationships with colleagues at long distances.
- Excellent problem solving and analytical skills.
- Excellent written and oral communication skills, including presentation and public speaking in front of high-level audiences.
- Ability to prioritize and multitask.

### **Application Procedures:**

Send your cover letter, CV and scanned academic documents to [asimo.juba@gmail.com](mailto:asimo.juba@gmail.com) and Copy [isaac2.asimo@gmail.com](mailto:isaac2.asimo@gmail.com) or Hand Deliver to our field office in Juba Head Office: A long Bilfam road, Opposite to Salam petroleum. **Closing Date: 29<sup>th</sup> Dec 2023.**

Any Form of conversing or lobbying will lead to automatic disqualification.

