



Plan International
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SD-H-3
 APPROVED BY Senior Business
 M.O. (B.S.U.)
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PLAN INTERNATIONAL SOUTH SUDAN JOB RE-ADVERTISEMENT

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has 'One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

Plan International South Sudan is seeking to recruit a qualified South Sudanese for the following position of **"Business Development Coordinator – Based in Juba"**.

No. of Vacancies (1)

Job Title:	Business Development Coordinator
Grade:	D1
Tenure	12 Months (With Possibility of Extension)
Department	Business Development Department
Reports to	Business Development Manager
Location	Juba

Purpose of the Role

The Business Development Coordinator, with the guidance of the BDM, closely works with program and finance staff and participates in grants proposal/concept note development, in all cycles of fund/grant management (acquisition, start-up, implementation and closure), maintains and documents contracts and cooperative agreements; develops and implements compliance measures, monitors timely and quality reporting of all grant funded projects, builds relationships and maintains communication with donors and Nos.

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Dimensions of the role:

Grant Reporting

- Maintain and update grant report monitoring matrix and notify relevant project managers/ coordinators before reports are due. to ensure timely receipt of required reports and documentation in accordance with grants regulations and the terms and conditions of such grants
- Review and provide feedback on grants reports submitted by Project Managers/Coordinators before forwarding to donors to ensure quality and timeliness
- Ensure all grants adhere to the local/global cost recovery policies for Plan South Sudan and that such costs are included in budget proposals and properly tracked during implementation
- Facilitate and train Plan staff on donor conditions and reporting requirements and also track key conditions and deliverables for the grants
- Ensure that assets procured with donor funding are properly reported and disposed/transferred at the end of the project as per the donor agreement

Grants compliance

- Analyses and reviews grant opportunities, proposals and program reports for compliance to donor procedures and requirements
- Perform detailed audit reviews of emergency projects with special attention to procurement processes and supporting documentation, specific donor compliance and legal requirements
- Communicate and coordinate as necessary with the BDM on legal contract issues that need to be scaled up to Senior management or to IH
- Ensure quality and timeliness of grants reporting to all external donors and National Offices
- Ensure that FADs are developed for all new projects, signed by both NO and CO/ RO/ IH
- Ensure that all new grants are created on the SAP, all extensions are made and that all projects are up to date
- Coordinate with the Risk and Compliance Coordinator to conduct internal compliance reviews on grant funded projects and make them audit ready
- Serve as an institutional resource on grant compliance, participate in the review of new funding opportunities, and provide critical feedback on institutional eligibility and risk

Grants management

- Support Program Managers to organize grant start up workshops, grant management check ins and grants closures
- Communicate award expiration dates, extensions, altered timeframes, milestones, and major changes in budgets to appropriate staff (Program, Finance, Logistics and Admin. etc.) and partners
- Regularly monitor and document grant expenditures and grant funded activity to ensure compliance with grants regulations and specific terms and conditions of such grants

Proposal Development

- Support in collecting information for concept note and proposal development
- Coordinates and compiles inputs from technical and thematic leads
- Reviews concept notes and proposals for accuracy and compliance
- Assists in submitting quality proposals to maintain Plan International's high reputation

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- Ensures accuracy of Plan International's details in online proposal portals
- Coordinates compilation of proposal supporting documents
- Supports completion of Go/No-Go for funding opportunities
- Support completion of risk analysis for funding opportunities



Partnerships and donor relations management

- Review donor agreements/contracts/amendments and sub-grant agreements with local partners and advise BDM and the senior management on the next course of action
- Contribute to the development of partnership policy documents and guidelines for the CO
- Support the partnership onboarding processes including partner selections, assessments, consortia building and capacity building.

Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems/Risks

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organization.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources.
- An ability to manage staff working under pressure and build excellent working relationships

Communications and Working Relationships:

Internal:

- Programmes Director
- Business Development Manager
- Thematic Program Managers
- Risk and Compliance Coordinator
- Project Managers/Coordinator
- Country Finance Team
- M & E Team



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- Country HR Team

External:

- NO Grant Staff/Managers
- IH Grants Staff
- Donors



Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

Knowledge

Successful candidates will possess;

- University degree in social sciences/economics, international development, international relations, marketing, or related development fields
- Good knowledge of the international aid environment as well as donor relations
- 2-3 year's relevant working experience preferably with Humanitarian, Multi-lateral/ Bi-lateral Funding Organizations, in grants management with different donor formats and funding types
- Demonstrable experience in producing donor reports for different audiences
- Knowledge in computer software usage such as word processing, spreadsheet, database, web-based systems, good knowledge of data extraction methods and report presentation

Skills

- Proficiency in the English Language essential (strong written English skills);
- Strong quantitative and qualitative analytical skills
- Facilitation skill (conducting training for staff and partners on grant management)
- Networking skill
- Negotiation skill

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.

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- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

- Low level of Contact with Children:

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer; however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Details:

All applications marked on the right hand corner of the envelope "**Application for the Position of "BUSINESS DEVELOPMENT COORDINATOR-JUBA"**" should be addressed to:

The HR & OD Business Partner
Plan International South Sudan
Juba, Hai Jerusalem.



Applications should be submitted in hard copies to Plan International Office in Juba.

OR You can send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Wednesday, 16th August 2023.

Note: Applications submitted are non-returnable.

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified Women are strongly encouraged to apply.



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