

## **JOB ADVERTISEMENT**

### **Regional Representative**

### **South Sudan**



Catholic Agency for Overseas Development (CAFOD), is one of the UK's leading faith-based international aid agencies. We are currently advertising for and on behalf of our partner Bishop Gassis Relief and Rescue Foundation. For successful candidates please note that the contract of employment will be with Bishop Gassis Relief and Rescue Foundation and not CAFOD.

The Bishop Gassis Relief and Rescue Foundation (BGRRF) is a newly established organisation, with its Head Office initially in Nairobi, Kenya and now transitioning to Turalei – South Sudan. This organisation has grown out of the pastoral services, and humanitarian and development programmes implemented through the Diocese of El Obeid (DoE) and South Sudan. H.E Macram Max Gassis, Bishop (Emeritus) of El Obeid, set up this foundation to continue the humanitarian work in the same areas of operation as the diocese, as well as to have the ability to respond to other areas of humanitarian need, as necessary.

The Foundation (BGRRF) is implementing programmes in response to humanitarian needs in South Sudan and Sudan. In addition, the organization continues to run development, humanitarian and pastoral service activities in both Nuba Mountains and in Twic State in South Sudan. The activities include Health, Education, Women's Groups, Radio Station, Water and Sanitation provision and the Diocese's Pastoral Service Programmes. To support the implementation of these programmes, BGRRF is recruiting a Regional Representative to be based in the Field.

#### **Duties and Responsibilities.**

- To build the capacity of BGRRF to manage existing and future institutional funding contracts, working closely with programme, SMT, finance and logistics teams.
- To support the programme team in the development of well-designed projects, monitor and evaluate programmes for submission to institutional donors, consistent with BGRRF's strategic priorities.
- To increase and broaden the institutional funding base of the programme in line with the organisational institutional funding strategy.

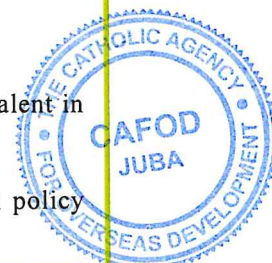
#### **General**

- A strong commitment to develop, promote and practice BGRRF's vision, mission, values and strategy.
- The role holder will, from time to time, be required to carry out any other duties that are within the scope of the job.
- Work with finance and local technical team and develop renewal/continuation applications, including the development of annual budgets, narratives and progress reports
- Maintain overview of all common work plan and budget documents
- Act as the primary point person for all operations with country and regional offices, including supply chain, finance, HR, and partnerships.
- In close communication with the ED, ensure smooth processing of all paperwork related to travel, hiring, purchasing, and partnering in line with BGRRF travel policy.
- Ensure strong linkage and two-way communications between BGRRF projects and Nairobi office.
- Support the recruitment and orientation of new team members, including HR paperwork, desk and computer set-up, and arranging interview and orientation schedules. (Delegate where necessary)

**The profile:** The applicant will also need to demonstrate and have:

#### **Qualification**

- Advanced Degree in International Development, International Relations, Business, or its equivalent in relevant field.
- Minimum 6 years of prior work experience
- Knowledge of the international humanitarian sector including the major current humanitarian policy issues and trends;



- Experience leading or supporting networks and managing diverse relationships;
- Knowledge of the major humanitarian settings in the region;
- Demonstrated experience in engaging with political, humanitarian and development actors in the region, including those outside the NGO sectors;
- Preferred experience working with national/regional-level NGO Network;
- Experience working in challenging environments and on complex issues under pressure.

#### Experience

- Experience of working with local organisations and a good understanding of partnership approach
- Demonstrable experience of development/humanitarian programming with a knowledge of the regional context in particular
- Demonstrated knowledge of regional context and existing capital with local actors
- Results-driven and solution-oriented approach to work, proven personal initiative and an ability to respond proactively and positively to ambiguity
- Demonstrated track record of success in emergency and humanitarian response settings and a strong understanding of humanitarian and development programming
- Excellent leadership, coordination, training and capacity building, planning and analytical skills
- Strong written and oral communication skills, effective in representation and liaison with external parties as well as in group and workshop facilitation
- High standard of written and spoken English a must, fluency in Arabic required

#### Skills

- In depth knowledge of contractual requirements of donors and grant management.
- Excellent budget analysis and budget development skills.
- Excellent facilitation & capacity building skills and experience of applying them when working with individual partners or groups of partners
- Excellent written, oral and presentational communications skills
- Computer literacy skills in word, excel and internet/email
- A drive to use skills for social impact and a dedication to making the world a better place for the most vulnerable.
- Strong program/technical and budget management skills, planning, reporting, monitoring and evaluation skills

#### Qualities

- Dynamic and willing to take initiative
- A team player but also willing and able to work with minimal supervision
- Capacity to be flexible and adaptable to changing contexts and priorities
- Deep commitment to social justice.
- Ability to work under pressure and to deadlines.
- Patient and pays high degree of attention to detail.
- Understanding of, and empathy with, the role of the Catholic Church in development

#### Desirable

- Experience of working in consortia with other INGOs

#### Contract Duration:

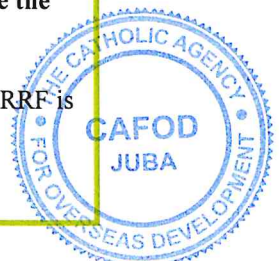
- One Year – Renewable based on funding and performance.

**To apply:** If you identify with this profile we would love to hear from you. Send your application through email to [recruitment@bgrrf.org](mailto:recruitment@bgrrf.org) with the job title on the subject line. The cover letter should indicate the present and desired salary, notice period and three current references.

**Closing date:** 11<sup>th</sup> October 2021, at 5:00pm.

**Please note, application received will be reviewed on rolling basis and this position might be filled before the deadline.**

Our Partner BGRRF is an Equal Opportunity Employer and Female Candidates are encouraged to apply. BGRRF is also undergoing localization and therefore this position is open for **South Sudanese** nationals only.





BGRRF is committed to Safeguarding people within our programmes from Exploitation and Abuse and has specific policies on this commitment (including a Global Code of Conduct) which outlines the expected behaviour and responsibility of all staff, consultants and other organisational representatives. Any candidate offered a job with BGRRF will be expected to sign BGRRF Safeguarding Policies and Global Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents

