



Save the Children

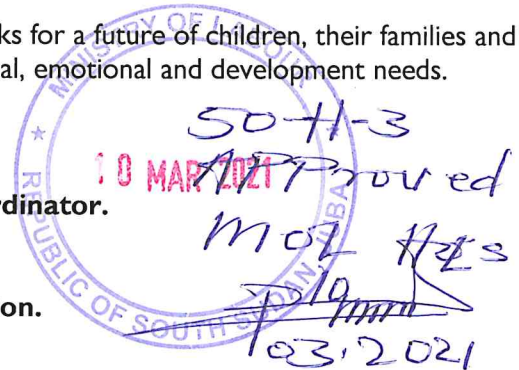
10th March, 2021

Internal/External Job Advertisement
VA – NO: 2021/03/PCBC

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Partnership & Capacity Building Coordinator.
Location: Juba South Sudan
Reports to: Partnerships Manager
Contract period: 12 Months – with possibility of extension.



JOB PURPOSE:

The Partnership & Capacity Building Coordinator will work with the Partnerships Manager and Award Managers to implement the SCI partnership approach as well as day-to-day implementation of partnership processes. Will provide support to staff in processes of partnership engagement such as partner capacity building, partner assessment, partner monitoring and as well as capacity strengthening efforts.

KEY AREAS OF ACCOUNTABILITY:

Strategy implementation and technical support and guidance to partner organizations

- Support the Partnership Manager in managing the budget, work planning, implementation, monitoring, and evaluation of the capacity building activities
- Responsible for the day to day administration and coordination for the smooth implementation of the capacity building initiatives
- Collaborate with Partnerships Manager to proactively identify potential partnerships with local and national NGOs
- Help maintain a database of the NNGOs who show interest to partner with Save the Children
- Support partner organizations to develop stronger policies and systems for program implementation, monitoring and reporting.
- Contribute with a partnerships perspective to the development and revision of upcoming project/programme concepts, budgets and plans as relevant.
- Ensure all documentation, agreements, SOPs are in place
- Ensure quality reports are delivered and payments are processed in time

Capacity Strengthening and Organizational Development

- Develop capacity development plans in close coordination with SCI Partnerships Manager
- Implement organizational assessments with SCI partners.
- Draw on resources within SC to deliver appropriate capacity strengthening support to partner organizations
- Ensure all partners capacity is assessed and receive proper capacity building and trainings to ensure quality program delivery

Networking and monitor trends etc.

- Liaise and proactively network with governmental and non-governmental partners in collaboration with relevant colleagues.
- Explore and pursue new and innovative partnership opportunities within the framework of the Partnership Strategy.

Other

- Induct newly appointed staff on partnership approach including strategies and tools as required
- Organize training sessions to ensure that facilities are available and participants available
- Assist in any other partnership-related assignments, as requested by the line manager



- Assist in drafting technical notes, reports and other materials as requested by the Partnerships Manager.
- Other assigned tasks by Line Manager

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's Degree in Development Studies or other related field in Social Sciences
- Minimum 4 years work experience in the humanitarian sector/with NGOs, with at least 2 years' experience in partnership-based programming or community-based programming
- Demonstrated experience with, partnership development and management processes, including capacity strengthening and organisational development practices.
- Good attention to detail and analytical skills
- Strong facilitation skills and with interpersonal skills
- Computer literate (i.e. WORD, advanced Excel, Outlook, Internet Explorer, financial systems)
- Cultural awareness and ability to build relationships quickly with a wide variety of people
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure
- Excellent communication, facilitation and listening skills as well as flair for diplomacy and negotiation.
- Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities
- Strong communication (written and spoken) in the local language and minimum intermediate level in English

Desirable

- Knowledge of donor requirements and experience of NGO award management systems and processes
- Knowledge of working with National Organizations and other interagency
- Knowledge of the requirements and experience managing awards from major donors including budgeting, eligibility issues, compliance management, and reporting
- Fluent in English.



FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. To jobs.southsudan@savethechildren.org or hand deliver at the HR Office in the Field locations mentioned above. Applications will also be received at save the children office at Hai Malakal Head Office before closing date of: **26th March, 2021 by 4:00 PM.**

The position **MUST** be clearly indicated in your subject-line or envelop with Vacancy Announcement Number.

Note: SCI will continue to screen application upon receipt due to the urgency of the position.

Please note that:

- This position is open to South Sudanese nationals only. This is a non-relocatable position.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

