



Plan International
South Sudan, Juba
Hai Jerusalem
P.O. Box 182



PLAN INTERNATIONAL SOUTH SUDAN

EXTERNAL JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese to fill the position of **"Business Development Coordinator – to be based in Juba"**.

No. of Vacancies (1)

Job Title:	Business Development Coordinator
Department:	Business Development
Reports to:	Head of Business Development
Level:	14
Location:	Country Office, Juba

Purpose of the Role:

The Business Development Coordinator reports to the Head of Business Development and supports to explore new business development opportunities to grow and diversify the Country Office's income portfolio to resource its program priorities and operations in line with its Country Strategy 2025 - 2030. The position is responsible for tracking funding opportunities and intelligence gathering, coordination and development of high-quality concept notes and winning proposals working closely with relevant thematic leads and proposal development task force and Plan National Offices and consortium partners.

Key End Results and typical Responsibilities;

Dimensions of the role

New Business Development

- Donor intelligence gathering through reading and exploring donor funding priorities for South Sudan, and liaising with thematic sector leads and capturing intelligence in form of grant synopsis for management's attention and support.
- Donor mapping, following the country office strategic priorities, and capacity, the role will identify donors including their overlaps, solicitation schedule, potential investment, and existing partnership information to update in the mapping with a regular frequency.

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- Donor engagement, in collaboration with Programme team to develop capacity statements, donor briefs donor and strategic external engagements.
- Exploring new funding opportunities and updating the funding opportunities tracker with a regular frequency to capture right information on upcoming funding calls and pre-positioning plans working closely with the program team and Plan National offices.
- Explore new funding opportunities, is a routine work updating information in the form of a Business Development Updates with a regular frequency
- Partner/competitor mapping for consortium formation. The position will collaborate with Programme teams to map potential partners/competitors for high value funding opportunities and explore collaboration through consortium partnerships.

Proposal Development

- Follow a proposal design and development process flow and coordinate with different taskforce members including but not limited to program thematic leads for designing the project, writing the section assigned, development of Theory of Change, Logic Framework, FGD/Needs Assessments, monitoring framework, donor and AOGD indicators' alignment, budgeting working closely with taskforce members and National offices using MS Teams and SharePoint platforms. Outline key tasks and distributed amongst proposal design taskforce with a clear milestones/timeline.
- Organize Go-no-go meetings with relevant colleagues from various departments for funding opportunities to ensure alignment with Country Strategy priorities and meet quality income thresholds. Also ensure that the GNG document be preserved for acquisition compliance check for opportunity specific.
- Ensure that timely development of technical and financial proposals by proposal task force and submitted for senior management review in alignment with donor/solicitation requirements to improve quality and increase win-rate. The position will also coordinate with Country Office senior management and National Office for sign off and timely submission of proposal to NO/Donor.
- Ensure proper archiving of final versions of submitted project design documents including but not limited to proposal narrative, budget, log frame, monitoring framework, gender marker report, safeguarding assessment and risk matrix.
- Coordinate with the Business Development Grants colleagues to update submitted proposals information in the Funding Tracker regularly.

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)

- 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



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

The position needs to have capacity of identifying and solving problems arising early enough before they turn into a risk. All solved and unsolved problems should be shared with and reported to the Head of Business Development. In the day-to-day management of Business Development Department, post holder should make decisions as appropriate to the context and are in accordance with Plan International mission and objectives.



LEADERSHIP AND BUSINESS MANAGEMENT COMPETENCIES

Leadership Competencies;

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.
- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advise.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

BUSINESS MANAGEMENT COMPETENCIES

- Understand relevant sectorial context including how the sector operates in terms of partners and governance and awareness of Plan's purpose, values, and global strategy
- Manage legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with risk-related standards, including in areas such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security
- Manage people and information including skills in assessment and coaching, evidence-based management, communication skills, both speaking and writing, and digital working, including personal digital skills

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

Knowledge;

- Masters or bachelor's degree preferably in Development Studies/Social Sciences/International Relations/ Economics/Business Administration from a recognized university.
- Certification in project management, grant writing, fundraising and resource mobilization.
- At least 3-5 years working experience in resource mobilization/new business development with INGOs, and leading/contributing to winning proposals from bi-lateral and multi-lateral donors including but not limited to EU ECHO/INTPA, US, GAC, UK FCDO, BMZ, GFFO, AICS;



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Dutch MFA, UN Agencies, UNOCHA, WFP, UNICEF, UNHCR, pooled funds – SSHF, ECW, commercial contracts through government ministries, climate financing.

Skills

- South Sudan funding landscape and donor trends
- Non-traditional funding sources for INGOs (commercial contracts, climate financing, impact investments, philanthropy)
- Consortium formation and partnership
- South Sudan humanitarian and development context
- Funding pipeline tracking
- Funding plan and strategy development
- Gender and Safeguarding
- Strong negotiation.
- Market analysis's ability, supplier analysis and selection.
- Strong analytical and problem-solving skills
- Excellent verbal and written communication and presentation skills; in English
- Excellent interpersonal skills, including the ability to build relationships with colleagues at distances;
- Proficiency in the English Language is essential (especially writing)
- Ability to develop concept notes, proposals
- Ability to coordinate proposal development teams
- Strong understanding of log frames, theory of change, program design
- Strong understanding of INGO budgeting
- Ability to develop presentations and facilitate trainings and capacity building sessions
- Ability to network, build contacts and gather intelligence
- Team player
- Ability to work effectively with diverse international and national teams
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform
- Ability to work on various online grant submission platforms
- Ability to engagement and communicate with external collaborators at different levels
- Ability to search for information and conduct research on the internet
- Proficient in MS Office packages (Outlook, Teams, SharePoint, Excel, PowerPoint, Word)

Communications and Working Relationships:

Working contacts inside and outside the organization, include the purpose and level (high, medium, low) of the contact.

Internal:

- Business Development Manager
- Business Development Team
- Country Director
- Programme Director/Team
- Thematic Program Managers
- Risk and Compliance Coordinator
- Project Managers/Coordinator
- Country Finance Team



- M & E Manager
- Country HR Team

External

- Local Partners.
- National Offices
- Regional Hub
- Global Hub
- Donors
- International Organizations
- Communities.



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

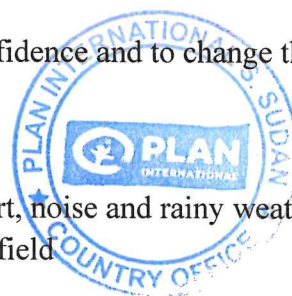
- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others 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



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- The post holder has a travel required of 10% to the field locations.

Level of Contact with Children:

- Low level of contact with children

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

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 should be marked “**Application for the Position of “Business Development Coordinator” Based in Juba**” and should be addressed to:

**The Director of People and Culture - Shared Service
Plan International South Sudan
Juba, Hai Jerusalem.**

NB: Applications should be submitted Online through hr.ss@plan-international.org
OR Hand Delivery to Plan International Office in Juba.

The closing date for receipt of applications is before close of business on Wednesday, 22nd April 2026.

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