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Approved by
Inspector
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INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. JBA-2021/05/04/003



Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

Position Title:	Grants Management Coordinator
Reports to:	Head of Programmes
Duty Station:	Juba
Contract Type	1 year with possibility of extension depending on funding
Eligibility:	South Sudanese Nationals Only.
Employment Start Date:	June, 2021
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	24 th May 2021, 5:00 PM, EAT

Overall purpose of the role:

The National Grants Management Coordinator is responsible for the effective coordination of the assigned Danish Refugee Council (DRC) and Danish Demining Group (DDG) South Sudan grants portfolio in accordance with donor and organizational regulations. Primary responsibilities will include developing a strong understanding of all projects and donor contracts, leading interim and final reporting processes, supporting country office teams in the development of new project proposals, information management of project documents, coordinating the opening, closing projects, and providing support related to fundraising and donor engagement to the Head of Programmes. The position requires a good background/experience in

project work, works in close collaboration with finance team, and is mentored by the international grant's coordinator.

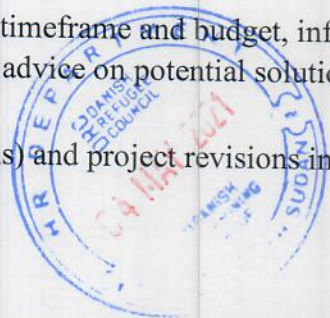
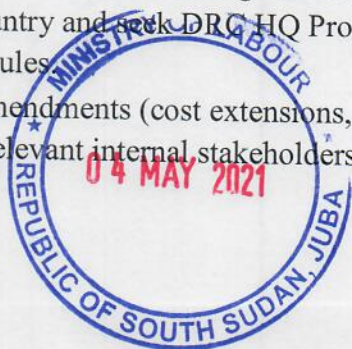
Responsibilities:

Fundraising and program development;

- Lead in development of fundraising documents (expressions of interest/concept notes/proposals etc) in line with DRC country strategy and donor requirements and in close collaboration with Program/field staff, support services, DRC RO and HQ GMU (Grant Management Unit) and finance;
- Liaise with Area Managers, Project Managers and Technical Coordinators to ensure that proposals are relevant and technically sound, and integrate learning from previous interventions (e.g. lessons learnt and best practices) into new proposals;
- Identify potential relevant international and/or local partners (private sector partners, national and international NGOs, think tanks, academia, etc.) to be included in proposals;
- Analyse the country's socio-economic situation, donor trends, needs and gaps;
- Maintain active and regular communication with donors, ensuring timely response
- Regularly update a directory of donors, international and local NGOs, other partners and stakeholders;
- Regularly update a country-tailored donor-engagement tracker identifying donor funding priorities and engagement with DRC;
- Contribute to the reporting to national and local authorities as required by DRC registration/legal status in country;

Contracting:

- Maintain thorough knowledge of DRC/DDG grant contracts to ensure understanding of contractual obligations and regulations at both the Juba and field levels, and function as donor-compliance focal point for the assigned funding portfolio;
- Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and DRC HQ GMU and finance;
- Read thoroughly all contracts before signature, seeking DRC HQ GMU and finance advice when required and facilitating signing of grant agreements;
- Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, M&E and Operations team;
- When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek DRC HQ Program Department advice on potential solutions that would meet donor rules
- Lead on contract amendments (cost extensions, no-cost extensions) and project revisions in coordination with relevant internal stakeholders.



Grants Management System:

- As DRC/DDG focal point for Grants Management System (GMS), keep GMS and internal tracking systems fully updated for projects in the respective portfolio. This will include creating new project cards, milestones, instalments, documents, status, outputs, and beneficiary numbers and correcting discrepancies, in close coordination with counterparts in headquarters.
- Regularly update online (share point) and hard copy files for all ongoing DRC projects and assist in the coordination and preparation of project documents and files for internal and external audits;
- Provide ad hoc support to programme staff on grants management module in DRC Enterprise Resource Planning (ERP) system.

Reporting:

- Lead the coordination with DRC/DDG program, finance and other teams to ensure quality reports reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with DRC Regional Office.
- Liaise with M&E to incorporate project data (incl. data on outcome and impact indicators, lessons learnt and best practices) and ensure accuracy in reports;
- Liaise with operations teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- Ensure organization of kick-off and close out meetings for each project, present on project-specific donor compliance and reporting, and support in taking meeting minutes and action points for circulation;
- Contribute to the monthly update of the Programme Tracker and Rolling Action Plan (RAP) and ensure smooth and regular communication with field teams;
- Ensure ad hoc requests from donors are addressed in liaison with the CD, programme and support teams;
- Develop and maintain program summary documents which outline DRC/DDG ongoing projects

Coordination and Communication:

- Facilitate interdepartmental communication and information sharing related to grants
- Keep DRC HQ GMU and finance updated on latest developments, opportunities and challenges so that GMU can best advise on the way forward;
- Contribute to DRC external communication strategy by feeding regularly DRC HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific events for DRC communication tools, including, but not limited to, DRC Newsletter, websites and DRC Annual Report;
- Update and design of required communication and visibility tools and publications, their dissemination and availability to DRC teams, as well as the capitalization of media and pictures of the mission.

Capacity building;

- Build capacity of staff on proposal development, report writing, case studies and other aspects of grants management process.
- Actively contribute to the development of DRC's programming and technical strategy development in South Sudan.
- Conduct regular field visits, for learning and capacity building.

Experience and technical competencies:

- 5 years or more experience working in the development or humanitarian sectors or comparable experience in program/project roles
- 3 years' experience working internationally in the development or humanitarian sector in grants and fundraising positions.
- Experience in program development, leading complex and high value proposals and development of ToC, LFA
- Experience working in South Sudan and other similar contexts
- Ability to engage and coordinate seamlessly with various teams to achieve tasks required
- Detail oriented with excellent English language writing and editing skills.
- Experience in leading development of high value proposals and excellent donor reports writing skills.
- Experience working with European, US and UN donors, ideally including DANIDA, ECHO, OFDA, UNHCR, SDC, DFID/FCDO or other relevant donors
- Flexibility and adaptability for working under the pressure of multiple deadlines and competing priorities. Familiarity with relevant programme areas including protection, camp coordination and camp management, food security and livelihoods, shelter/NFI and/or WASH

Education: (include certificates, licenses etc.)

- A relevant bachelors' degree in international relations, development or related field – or – relevant relatable experience.

A relevant master's degree (desirable)

Languages: (indicate fluency level)

- English (fluent)

Key stakeholders: (internal and external)

- Internal
 - Head of Programmes
 - Area Managers and Project Managers
 - MEAL and Technical team
 - Finance team
 - HQ and regional office

External

- Donor focal points
- INGO grants teams
- Clusters

Find the definition of DRC's Core competencies [here](#)

All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values



How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo.

OR

Submit your hard copy application to the Human Resource department to the attention of **HR/Admin Officer DRC-DDG office in Juba OR any nearby DRC Office**. Title of the position/vacancy number **MUST** be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age.

NOTE:

This position is being filled on an urgent basis and applications will be reviewed on a rolling basis and Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one Week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities.

