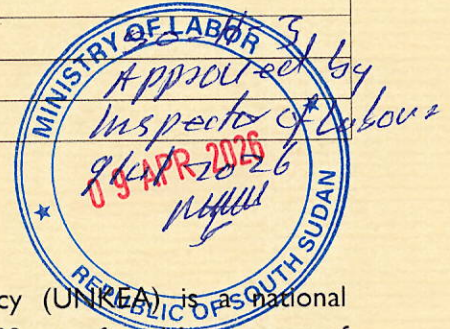




# Universal Network For Knowledge & Empowerment Agency (UNKEA)

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Organization	Universal Network for Knowledge & Empowerment Agency - UNKEA
Job Title	Business Development/Partnership Manager
Report to	Executive Director
Duty Station	Juba with regular field visit
Deadline	30 <sup>th</sup> April 2026



## Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization Operating in South Sudan since its founded in 2002, was found by a group of concern men & women of Upper Nile State, to respond to dire social, economic, livelihoods, Health condition, experienced by the South Sudanese Citizenry. UNKEA initially purpose was designed strategies and interventions to fight the deadly Kalaazar disease which is highly prevented in Upper Nile region with time, UNKEA mandate has expanded to include other intervention such as provision of Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women, Economic development, Access to justice & Peace Building. UNKEA implementing her projects in Upper Nile, Warrap, Jonglei, Lake, Central and NBGS States.

UNKEA has a zero-tolerance policy with regard to Sexual Exploitation and Abuse by UNKEA's personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin UNKEA. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected candidates will be required to always comply with UNKEA'S PSEA Policy. Selected candidates will therefore undergo rigorous reference and background checks against their past behaviors related to sexual exploitation and abuse and may be required to provide additional information further on in the selection process.

## Job Summary

The Business Development/Partnership Manager leads UNKEA's program development, grant acquisition, and new financing innovation. The role ensures the production of high-quality program designs and competitive proposals aligned with priority thematic areas and donor requirements. The role drives funding pipeline development from institutional and international donors and promotes innovation in new financing models, especially impact

**“Working To Bring Hope and Development to The People of South Sudan”**  
**P.O BOX 504, Juba South Sudan. Off Tombura Road, 17th Avenue - Kator**

investment and blended finance. The role supervises the program development and grants team to deliver efficient, compliant, and coordinated business development processes.

## **Key Responsibilities**

### **1. Program Development**

- Lead the development of high-quality, evidence-informed concepts and proposals aligned with organizational strategies and donor priorities.
- Guide Program Development Specialists in designing strong theories of change, results framework, intervention packages, and ensuring fully costed project proposals.
- Optimize project designs to integrate gender-transformative approaches, humanitarian–development nexus, HRBA (human-rights-based approaches), and safeguarding and Gender Equality, Disability and Social Inclusion (GEDSI) considerations
- Facilitate and design workshops, partner consultations, and technical validation processes.
- Lead the process to incubate and package new products and projects, including facilitating ideation workshops, synthesizing evidence and learning, and developing program packages that can be converted into competitive, donor-ready proposals.
- Identify, contract, and manage Program Development consultants when specialized technical input is required to develop complex funding bids.

### **2. Grants Acquisition and Bid Management**

- Maintain and manage the funding pipeline for institutional and international donors.
- Lead end-to-end proposal development: bid strategy, writing, partner negotiations, budget coordination, compliance checks, and quality assurance.
- Conduct donor intelligence, opportunity analysis, and positioning strategies.
- Coordinate internal approval processes, ensuring all proposals meet technical, financial, and safeguarding requirements.

### **3. Grants Management and Transition to Implementation**

- Ensure accurate grant registration, documentation, and recording in accordance with UNKEA systems and standards (Funding Agreement Documents (FADs)).
- Support smooth and structured transition from program design to program implementation, including kickoff meeting and handover to program implementation teams.
- Work with Program, Finance, Operations, and MEAL to ensure readiness for startup and alignment with donor obligations.

### **4. New Financing Models and Business Innovation**

- Explore and develop new financing opportunities, with emphasis on impact investment, blended finance, and humanitarian funding



- Produce market scans, investment landscape analyses, and concept briefs to support informed decision-making.
- Engage with financing actors, foundations, and intermediaries relevant for innovative financing in Health and Nutrition, FSL, WASH and NFI, Education and Protection, Governance and Peace Building.
- Support early development of investment-ready ideas or hybrid programming models where relevant.

## **5. Partnership and Strategic Engagement**

- Strengthen engagement with institutional and international donors, foundations, and technical partners.
- Coordinate consortium-building, co-creation processes, and partner negotiations for strategic bids.
- Represent UNKEA in external meetings related to business development and innovative financing.

## **6. Systems Strengthening and Internal Capacity**

- Maintain and update business development tools, templates, and operating procedures.
- Provide capacity strengthening to internal teams on proposal development, donor compliance, and partnership processes.
- Lead after-action reviews for wins/losses and ensure learning feeds into future submissions.

## **7. Safeguarding Children and Young People (Safeguarding), PSEA, and Gender Equality and Disability Inclusion (GEDSI)**

- Ensure all program designs and proposal processes comply with Safeguarding and GEDSI standards
- Participate in required Safeguarding and GEDSI learning and capacity-building activities.
- Complete and submit required Safeguarding and GEDSI documentation as per UNKEA procedures
- Apply the Code of Conduct and reporting protocols, ensuring any concerns are raised through appropriate channels.

### **Experience and Knowledge**

- Minimum 8 years of experience in program development, business development, or similar roles within NGOs/INGOs/non-profit organizations.
- Strong expertise in program development, including theory of change, results frameworks, and fully costed project design.
- Solid understanding of institutional and international donor requirements, compliance standards, and funding mechanisms.



- Proven experience in leading competitive proposal development and bid coordination.
- Knowledge of gender-transformative programming, HRBA, GEDSI integration, and humanitarian–development nexus.
- Strong analytical skills for donor intelligence, funding landscape assessment, and positioning strategies.
- Experience managing consultants and coordinating multi-disciplinary proposal teams.
- Excellent English oral and written communication skills.
- Excellent writing skills for concept notes, proposals, and donor communication.
- Strong project management skills with the ability to manage tight deadlines and multiple priorities.
- Familiarity with grant registration, documentation, and transition processes from design to implementation.
- Advanced negotiating skills for donor engagement, partnership building, and bid processes.
- Ability to work collaboratively across departments and maintain high-quality standards.
- Excellent people skills and demonstrated ability to build, guide, and motivate teams.
- High level of computer proficiency, including design tools and collaboration platforms.

### **Required Qualifications**

#### **Education**

- Bachelor's or Master's degree in humanitarian studies, Project Management, or related field
- Any other relevant academic achievements will be an added advantage

### **How to Apply**

Interested candidates should submit their CV to **The HR Manager** at:

- UNKEA South Sudan Headquarters Office, Juba (Kator, Tombura Road, 17th Venue)
- Or email: [jobs@unkea.org](mailto:jobs@unkea.org)

**Application Deadline:** 30<sup>th</sup> April 2026 before 5:00 PM CET

***Internationals, Nationals and females are strongly encouraged to apply***

