



Are you aiming to work for an organization where it is worthwhile investing your personality, your skills and your time? Are you looking for a job that is exciting and has clear goals? Welcome to **Welthungerhilfe** - one of the largest and most respected private organisations for development cooperation and humanitarian aid in Germany. Our vision is clear: "**Zero Hunger by 2030**" - If you want to become part of our global mission to end hunger around the world, we look forward to receiving your application as:

Grants and Partnerships Coordinator
Juba, South Sudan

Announcement date: 04 December 2023

Closing date: 22 December 2023

Contract duration: 12 months with three months' probation period with possibility for extension

Salary grade: 7

Background:

Welthungerhilfe (WHH) has been working in today's South Sudan since the late 1990's. Since the country's independence in 2011, Welthungerhilfe has implemented 87 projects ranging from rapid disaster relief to reconstruction and long-term development cooperation projects with local partners, with an overall volume of over EUR 420 million. Through 19 projects in five states (Northern Bahr el Ghazal, Unity State, Western, Central and Eastern Equatoria), we supported 610,000 people in 2020 alone. Welthungerhilfe receives institutional grants from German federal funds (GFFO, BMZ, GIZ), UN (WFP, FAO, SSHF) and the European Trust Fund (EUTF). WHH SSD primary areas of work in South Sudan are food security, agriculture, food systems, nutrition, WASH, and infrastructure rehabilitation, under the overarching umbrella of climate resilience and adaptation. Established in Germany in 1962 under FAO-led campaign against hunger, currently operates in 36 countries globally.

Job purpose:

The Grants and Partnerships Coordinator will be an integral member of the Grants Unit at WHH South Sudan. The Grants Unit serves as the facilitator for grants management processes in country and ensures compliance with donor requirements at all stages of the project lifecycle. The Grants Unit's responsibilities include but are not limited to, ensuring timely and quality donor reporting, facilitating grant opening and closeout processes, advising on donor rules and regulations, maintaining grants





related information and files, coordinating proposal development processes, capacity building of staff and implementing partners.

Reporting to the Grants and Reporting Manager, The Grants and Partnerships Coordinator is fully responsible for ensuring that all program performance data from the field is captured, documented, analyzed, and reported in a timely manner to donors and internal WHH use.

Key responsibilities:

- Support in coordinating processes for proposal development, and modification processes, lead the sign-off process of new grants and modifications (Grant Verification and Grant Modification processes) as per WHH procedures, and ensure all contractual documents are archived in the WHH Grant management platform (ProMIS) and sent to respective units to facilitate review and signature as per authority matrix.
- Participate in Grants Review Meetings, in coordination with the Grants and Reporting Manager, to relay information relating to contractual requirements, reporting and grant management aspects.
- With input from the program and support teams, actively coordinate the production of high-quality program reports as per donors and WHH requirements.
- Take the lead on updating and circulating the Grants Management Tracker and planning tools monthly to all respective team members.
- Support the Grants and Reporting Manager in the rollout of WHH-relevant tools and processes needed to effectively manage partnerships and localisation.

Your profile:

- Bachelor's degree in international development, communications, journalism, social sciences, or related fields in alignment with the relief and development sectors.
- A minimum of 3 years of progressive experience in reporting, program support, communication, marketing, and grants management-related roles in donor-funded programs.
- Excellent writing skills in English.
- Knowledge of rules and regulations of major institutional donors such as BMZ, AA/GFFO, EU, and US Government donors (e.g., BHA, USAID). Familiarity with UN agencies' funding mechanisms and contractual modalities is a plus.
- Extensive working experience in reporting required, communication and advocacy would be an asset.
- Strong analytical skills and strategic planning abilities. Computer literacy especially MS Office packages.
- Demonstrated ability to write and edit reports and proposals under tight deadlines.
- Ability to establish and maintain cordial relationships and perform effectively as a member of a team.
- Ability to work independently, set priorities, and manage time efficiently.





Application procedure:

Interested applicants can submit their application (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to info@imatongemploy.com Subject-line must be "APPLICATION GRANTS AND PARTNERSHIP COORDINATOR".

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: info@imatongemploy.com – please mark the e-mail with "Questions – Grants and Partnership Coordinator".

Applications should not reach later than 22.12.2023 at 5:00pm.

Only short-listed candidates will be contacted. Qualified females are strongly encouraged to apply.

