



Plan International  
South Sudan  
Hai Cinema  
P.O. Box 182  
Juba



50.4.3  
Approved  
12/5/2023

## PLAN INTERNATIONAL SOUTH SUDAN

### JOB ADVERTISEMENT

Plan International (PI), is an independent global child right organization–without religious, political or governmental affiliation that has been operating in South Sudan since 2006.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

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

#### No. of Vacancies (1)

<b>Job Title:</b>	Business Development Coordinator
<b>Tenure</b>	12 Months (With Possibility of Extension)
<b>Grade</b>	D1
<b>Department</b>	Business Development
<b>Reports to</b>	Business Development Manager
<b>Location</b>	Juba



#### Purpose of the Role:

The main purpose of the position is to contribute to increasing quality income with a diversified portfolio growth, and support grants to be donor compliant. The position is responsible to work with the proposal design team composed of programme, implementation, finance, Admin and Logistics/SCM, Monitoring, representatives of National office and partner organization, and Business Development Team making the proposal gender transformative, inclusive, and aligned with the strategic priorities of the donor and organization; and timely a quality proposal submission. This role is designed to explore new business development opportunities in collaboration with programme in country, and also National Offices through exploring funding websites, in country donor partner relations building, and through a regular business development engagement with National Offices across the Plan International partnerships including but not limited to National Offices, Regional Offices and Global Hub. This role will support Head of Business Development to roll out Business Development Strategy and Business Plan and the position will report to Head of Business Development.

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### Key Accountabilities:

#### New Business Development (50%)

- Donor Intel gathering through reading and exploring donor's strategy, business focus, development tracker for the country specific, and capture intel into the 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.
- Donor engagement, in collaboration with programme, Advocacy and influencing to develop capacity statement, donor meeting prep, donor marketing materials, public influencing materials for donor and strategic external engagement
- GO NO GO-GNG coordination for every opportunity to be done to ensure quality income and strategic partnership to augment portfolio growth, and GNG document to be preserved for acquisition compliance check for opportunity specific.
- Explore new funding opportunities, is a routine work updating information in the form of a Business Development Updates with a regular frequency
- Partnership Due Diligence for new business development; The position is to collaborate with programme and implementation to review due diligence prior engaging them in the new business development process.
- Update funding tracker and Grant Pipeline Monitoring Tool(GPMT) with a regular frequency to capture right information on proposals submitted, proposals accepted by the donor and the contract under negotiation, and looking for opportunities,
- FAD Stage 1 Negotiation for new opportunity, and get this signed off following the FAD threshold to confirm funding contribution and commitment from both National Office and Country Office.

#### Resource Mobilization (30%)

- Proposal Development Plan(PDP) to outline key tasks distributed amongst proposal design team members with a clear milestone/timeline
- Proposal Design Workshop coordination; The role will coordinate with the design team and NO to prepare workshop schedule and conduct a design workshop to develop Theory of Change, Logframe, Define Intervention, stakeholder analysis, risk matrix, application of gender marker tool and reporting, activity planning, human resource and financial planning.
- Proposal Development Coordination internal and external, following a proposal design process flow, the position is to coordinate with different business partners including but not limited to program thematic lead for designing the project, writing the section assigned, MERL colleagues for Theory of Change, Logical Framework, FGD/Needs Assessments, Monitoring Framework, Donor and AOGD Indicators' alignment, finance and implementation for budget planning
- Review proposal; the position is responsible to ensure the design team members timely review the proposal including narrative and financial making them consistent, and in line with the solicitation/donor requirements. Concept Note/Proposal review checklist will be referred, and the position will support the design team as a copy editor.
- Proposal signing off coordination; The position will coordinate with country office and national office to sign off, and make ready for signing off.
- NO/donor Coordination; regarding the proposal and its submission the position will coordinate both Country office and National Offices
- Final submission; upon signing off the position will timely submit proposal to NO/Donor.

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- Archiving submitted proposal; The role will archive the finally submitted Project Design Documents(PDD) including but not limited to proposal narrative, budget, Logframe, Monitoring Framework, gender marker report, safeguarding assessment and risk matrix
- Update Funding Tracker and GPMT; The role will coordinate with Business Development Officer to update submitted proposal information in the funding tracker and GPMT system with a regular frequency.

### **Grant Management (15%)**

- FAD Stage 3 negotiation, and signing off; between Country office and National Office, and in some cases need to engage Regional and Global Hub following the FAD threshold.
- Handover Project Design Document to programme and Implementation; upon award notification, the position will communicate with relevant colleagues and share the approved project design documents to start prep for timely kick off/start-up
- Grant Creation Upon donor approval, and FAD Stage 3 signing off, the position will create grant in the system or coordinate BD colleague as assigned to create grant in the system.
- Grant Health Check-ups The position in collaboration with Finance and Grant Management colleagues to share grant burn rate for management's heads-up
- Review report and timely submission to NO/Donor; The position will review all the contractual reports ensuring the donor compliance and minimum standards prior submitting to the NO/Donor
- NO/Donor Communications; The position is responsible for all contractual communications with NOs/Donors regarding the grant/project
- Close-out support; The position will orient implementation and programme colleagues on close out protocol, and planning at-least 3 month before the project end date, and share close out check-list with implementation team (Project Manager)
- Archiving for future compliance reference; The role will archive all the contractual reports and documents including soft and hard copies as required sent by the position.

### **Safeguarding Commitments:**

- 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**

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.

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## Communications and Working Relationships:

### Internal:

- Head of Business Development
- Business Development Team
- Country Director
- Programmes Director/Team
- Thematic Program Leads
- Risk and Compliance Coordinator
- Project Managers/Coordinator
- Country Finance Team
- M & E Manager/Team
- Country HR Team
- Admin and logistics/SCM



### External:

- Grant and/or Business Development Focal from National Offices
- Global Hub Staff members
- Regional Staff members
- Strategic Partners for Resource Mobilization
- Donors

## Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

### Knowledge

Successful candidates will possess;

- Bachelors/Masters preferred in development studies/Social Science/International Relations/Economics/Business Administration from renowned Universities,
- At least 3 years working experience in resource mobilization/Business Development with INGOs, and leading/contributing in winning proposals from bi-lateral and multi-lateral donors including but not limited to EU, USAID, GAC, ECHO, DFAT, FCDO, UN and Corporate.
- At-least 2 years working experience in managing grants including but not limited to USAID, EU, GAC, DFAT, ECHO and FCDO, and familiar with key acquisition and management compliance of key Bi-lateral and Multi-lateral donors including EU, USAID, FCDO and GAC
- Official Development Assistance-ODA funding trend
- Non-Traditional Funding sources
- Government's vision and perspective plan
- Donor landscape
- Grant Pipeline
- Donor types/Funding types
- Business Strategy/Business Plan
- Result Chain, ToC, Log frame
- Contract Types
- Partnership principles
- Gender and Safeguarding



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## Skills

- Proficiency in the English Language is essential (strong written English skills);
- Strong quantitative and qualitative analytical skills
- Facilitation skill (conducting training for staff and partners on grant management)
- Networking and negotiation skills
- Team management skills. 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.
- Coordination and leadership skills.
- Institutional fundraising (proposal development and contract negotiation)
- Grant Oversight Management
- Reading and reviewing contract
- Writing and Reviewing Report
- External Engagement and donor communication



## 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
- The post holder will be required to travel to the field very frequent

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### **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 marked on the right hand corner of the envelope “**Application for the Position of “BUSINESS DEVELOPMENT COORDINATOR -JUBA”**” should be addressed to:

**The Head of People and Culture  
Plan International South Sudan  
Juba, Hai Jerusalem.**

Applications should be submitted either in hard copies to Plan International Office in Juba.

**OR You can send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)**

**The closing date for receipt of applications is before close of business on Friday, 2<sup>nd</sup> June 2023.**

**Note: Applications submitted are non-returnable.**

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