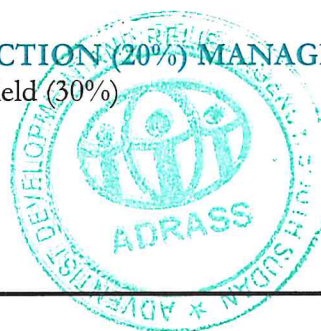


Adventist Development and Relief Agency South Sudan

JOB DESCRIPTION

Job Title: GRANTS (80%) AND PROTECTION (20%) MANAGER.
Job Location: Central Office – Juba (70%) and field (30%)
Direct Supervisor: Programs & Planning Director
Posting date: 22/03/2022
Deadline: 08/04/2022



Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

Job summary: Advocacy and Protection Manager is responsible for the implementation and overall technical support/guidance of ADRA SS’s Resource mobilization strategies. He/she will develop and or coordinate all the resource mobilization activities of ADRA SS in line the Program Strategic Plan (PSP). In collaboration with Country Director and Programs Director, he/she will represent ADRA South Sudan at donor meetings, cluster meetings, and other inter-agency meetings. Within ADRA South Sudan, the Grants Manager and Protection Manager will coordinate closely with field managers to ensure resource mobilization activities are coordinated. The Grants and Protection Manager will also dedicate 20% of his/her time to implement protection and safe guarding activities in collaboration with the Protection and safeguarding taskforce focal person. This position will work under the supervision of the Programs and Planning Director and in collaboration with other Technical Advisors and Finance Director.

Responsibilities include the following:

1. Develop and implement Resource mobilization strategy.

- Conduct donor analysis including analysis of funding trends.
- In collaboration with Programs Director and Sector leads, develop resource mobilization strategy that is not donor dependent.
- Take lead in proposal development resource mobilization for ADRA South Sudan.
- Represent ADRA in various clusters (education, food security and livelihoods, health, protection, GBV, child protection, WASH, Nutrition, NFI’s/Emergency shelter) and maximize opportunities for resource mobilization.
- Perform relevant research to identify available grant opportunities and develop relationships with donors and government departments.
- In collaboration with Programs and Country Directors, strengthen relationships with donors, ensure that resource mobilization plans/programmes operate efficiently

- In collaboration with sector leads and field managers, lead the proposal development of different projects/programs
- Maintains a database of information relating to Partners' and Donors', individual requirements and goals, and such other details as are relevant to the development and maintenance of those partnerships;
- Provide monthly report on resource mobilization activities.'
- Performs other duties and activities assigned to him by the supervisor.

2. Support the implementation of Protection policies (Child protection, PSEA, GBV) within ADRA SS.

- Develop protection action plan for the country office in collaboration with the safeguarding taskforce
- Orient new staff on protection policies and procedures.
- In collaboration with the safeguarding taskforce, facilitate training for staff and stakeholders in PSEA, Child Protection and GBV.
- Attend Protection Cluster, Child Protection Sub cluster and GBV sub cluster meetings.
- Confidentially store protection related data.

Core Competencies:

- **Leading and Supervising** - Provides others with a clear direction; sets appropriate standards of behavior.
- **Working with People** - Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit.
- **Presenting and Communicating Information** - Speaks clearly and fluently; expresses opinions, information and key points of an argument clearly.
- **Delivering Results and Meeting ADRA learning needs** - Focuses on beneficiaries and ADRA learning needs and satisfaction; sets high standards for quality and quantity.
- **Relating and Networking** - Establishes good relationships with colleagues; builds wide and effective networks.
- **Applying Expertise and Technology** - Applies specialist and detailed technical expertise.
- **Creating and Innovating** - Produces new ideas, approaches or insights; creates innovative designs.
- **Formulating Strategies and Concepts** - Works strategically to realize organizational goals; sets and develops strategies.

POSITION QUALIFICATIONS:

- Qualification in the field of Education, Social Sciences, Development Studies or related discipline.
- Knowledge in Food Security and Livelihood will be an added advantage.
- Minimum of eight years of professional experience working with an international NGO, multilateral or private sector institution.
- Proven experience in resource mobilization (proposal development)
- Knowledge in protection and safeguarding is an added advantage.



- Knowledge of research and study standards in limited resources contexts.
- Excellent written communication skills, including ability to write and edit technical components of proposals, donor's reports, knowledge and learning products.
- Ability to advise and mentor a diverse team of technical experts and field personnel in resource mobilization.
- Ability to work in a cross-cultural environment.
- Advanced written and verbal ability in English is strongly required.

How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English at this email address jobs@adrasouthsouthsudan.org Take note that only shortlisted candidates will be contacted. The closing date for receiving applications will be 8th April 2022. *Note:* **WOMEN ARE HIGHLY ENCOURAGED TO APPLY**

Safeguarding: *ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*

