

Grants and fundraising officer for DCA South Sudan

Deadline:
10-02-2025

Contact person:
KATRIN KUUM

Place of Work:
Juba

Do you have substantial experience in the humanitarian sector that you can contribute to the DCA Country Programme to ensure high-quality programming? Are you a visionary in programme and project appraisal, planning, monitoring, and evaluation? Do you have expertise in strengthening the capacities of partners? Then you might be our new Grants and Fundraising Officer in DCA South Sudan for the Emergency Assistance Team (EAT)!

DanChurchAid (DCA) is an International Non-Governmental Organisation with headquarters in Copenhagen, Denmark. The organisation was founded in 1922, and have country offices in 19 countries across Africa, the Middle East, Ukraine, and Asia.

DCA has been operating in South Sudan since 2007, focusing on three Global Goals: Save Lives, Build Resilient Communities, and Fight Extreme Inequalities. Our efforts span Upper Nile, Jonglei, GPAA, Central Equatoria, and Eastern Equatoria States, primarily in collaboration with national partners.

The Role:

We are looking for a motivated and experienced professional to join our team. Key responsibilities include:

- **Proposal and Report Development:**

Lead the creation of high-quality concept notes, proposals, reports, and other grant documents. Ensure timely submissions in coordination with Country Office (CO), Headquarters (HQ), and local partners.

- **Relationship Building and Visibility:**

Support donor, partner, and stakeholder relations alongside the Head of Programmes and Programme Manager. Enhance DCA's visibility through effective communication materials.

- **Technical Engagement:**

Serve as the focal point for technical collaboration with HQ advisors.

- **Coordination and Representation:**

Represent DCA in relevant coordination meetings and forums.

- **Programme Development:**

Assist in designing new programme initiatives with local partners, HQ, and field staff.

- **Partner Engagement and Capacity Building:**

Engage local partners throughout the project cycle and build their capacity in reporting and proposal writing. Conduct annual Partner Assessment Tools (PAT) evaluations and develop tailored capacity-building plans.

- **Collaboration and Support:**

Work with country office staff and HQ to ensure efficient data collection, reporting, and alignment with standards.

- **Audits and Compliance:**

Support audit preparations and ensure programme alignment with DCA's standards.

- **High-Quality Deliverables:**

Deliver professional, high-quality reports and proposals.

- **Monitoring and Evaluation:**

Collaborate with MEAL teams to ensure data-driven decision-making and reporting.

Reporting Lines:

This position reports directly to the Programme Manager and works in close collaboration with the programme team, MEAL team, implementing partners, and HQ advisors.

Required Competencies:

To excel in this role, the ideal candidate should possess the following qualifications and competencies:

Experience:

A minimum of 5 years in the humanitarian and/or development sector.

At least 3 years' experience in reporting, donor compliance, increasing and diversifying funding

(including donor strategy analysis), external communication, data analysis, and proposal writing.

Education:

A bachelor's degree in a related field (e.g., international development, social sciences, or humanitarian studies).

A master's degree is highly desirable.

Language Skills:

Exceptional written and spoken English proficiency.

Capacity Building:

Proven experience in strengthening the capacities of local partners.

Teamwork and Communication:

Strong team player with excellent interpersonal and communication skills.

Adaptability and Mobility:

Willingness and ability to travel to remote areas in South Sudan and internationally, as required.

What We Offer You

At DCA, we believe that our people are the cornerstone of our mission, and we are committed to ensuring that they are supported, valued, and motivated. When you join us, you can expect:

- **A Solid Start:** We offer a one-year contract with the potential for renewal, giving you stability while allowing flexibility for future opportunities.
- **Competitive Compensation & Benefits:** Your hard work deserves to be rewarded. We provide a competitive salary complemented by comprehensive insurance coverage that ensures your peace of mind.
- **Generous Time Off:** International staff are entitled to 2.5 days of paid leave per month, adding up to a total of 30 working days of annual leave each year. This ensures you have ample time to recharge and focus on personal well-being.
- **Rest & Recuperation (R&R):** Recognizing the challenges of working in demanding environments, we provide regular R&R breaks, including paid round-trip travel, so you can rest and rejuvenate fully.
- **Comfortable Housing:** We take care of your accommodation needs by providing housing in Juba, ensuring you have a safe and comfortable place to call home.
- **A Culture That Values Diversity:** Join a workplace that embraces and celebrates differences. At DCA, we foster a dynamic, inclusive, and diverse environment where gender equality, race/ethnicity, and beliefs are respected and valued.

How to apply:

Please upload your CV and motivation letter no later than 10th February 2025. Only shortlisted candidates will be notified. The interviews with the shortlisted candidates are scheduled between 15th to 20th February 2025. Shortlisted candidates may be required to complete a written test between the 20th to 21st of February 2025. Oral Interviews may take place on Skype/Teams between 25th to 26th February 2025. Submit your CV and cover letter through our recruitment system. Applications submitted via email will not be considered.

For further information please contact Katrin Kuum email; kaku@dca.dk

For further information regarding DCA, please visit our website at: <https://www.danchurchaid.org/>

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts background check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.