



**SOS CHILDREN'S
VILLAGES**
UGANDA

JOB VACANCY

POSITION TITLE

Reporting to

Location

: INSTITUTIONAL PARTNERSHIP DEVELOPMENT MANAGER

: National Program Development Advisor

: National Office

The Institutional Partnership Development Manager (IPD) supports the National Association to develop strategic partnerships so as to increase and diversify the institutional funding base. The IPD works with the National Director and the Program Team to develop and establish new relationships with institutional donors and strengthen existing relationships.

Fundraising and Donor Liaison

- Identify institutional partnership opportunities at the national/ local level from bilateral, multilateral, international organizations and embassies and foundations.
- Develop fundable concepts and propels in line with SOS Uganda Institutional Policy guidelines.
- Write concept notes and full proposals for both grants and contracts.

Donor Contract Management

- Be responsible for Donor Contract Management (DCM) of institutional (restricted) grants, including contract preparation, development of consortium agreements, teaming agreements compliance with donor requirements, submission of reports.

Strategy, Capacity Building

- Develop and implement an institutional fundraising and partnership strategy in line with the needs of SOS Children's Villages Uganda.
- Contribute to organizational learning by facilitating capacity building activities in Project Cycle Management and development of concept notes and proposals.

Partnership Development and Networking

- Establish and maintain regular contact with donors
- Negotiate collaboration with partner institutions and government departments in support of SOS CV Uganda
- Represent SOS CV Uganda in sector level meetings

development and humanitarian networking forums.

- Participate in regional IPD networking and training forums and contribute to development of new IPD strategies to improve practice

Minimum Qualifying Criteria

- Bachelors Degree and Masters Degree, in the social sciences (social work, psychology, social-pedagogy, community development or economics).
- Post graduate qualification in Project Management
- Minimum 7 years working experience in the field of Project Management
- 4-7 years extensive experience in planning, securing and managing funds from institutional donors as well as a thorough understanding of development programming.
- A thorough understanding of program design and development especially in the sectors of Education, Health, Livelihoods, Gender and GBV, Child Protection, etc.
- Experience in social science research; the candidate should have extensive experience conducting assessments, evaluations etc.
- A thorough understanding of DCM, PCM, and training approaches is required.

HOW TO APPLY

If you believe you are the right candidate for this position, please send your application letter, detailed curriculum vitae (CV), and photocopies of academic certificates, and names and contact details of three traceable referees to the address below to reach not later than **Friday, 9th February 2018**:

**The National Human Resource Coordinator,
SOS Children's Villages Uganda, Plot 53, Ntinda II Road
P.O Box 27510, KAMPALA
E-mail: elizabeth.opio@sosuganda.org,
Website: www.sos-children'svillagesuganda.org**