

GRANTS MANAGEMENT & PROJECT DEVELOPMENT INTERN

Title: Grants Management & Project development Intern

Duration: 6 months

Start date: Beginning 2018

Location: Geneva - International Environment House

Remuneration: 1'050 CHF/month

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing which operate in 16 countries. IMPACT staff effectives are expected to reach 130 by the end of 2017. For more information visit: <http://www.impact-initiatives.org/>

SUPERVISION

The Grants Management / Project Development Intern will report to the Chief Grants and Project Manager (CGPM). Based on these terms of reference and initial briefings, the selected candidate will develop upon the start of the internship a work-plan which will be reviewed at regular intervals during the internship period and will serve as a basis for his/her evaluation upon completion of the internship. As part of this review and workplan, the tasks to perform and level of responsibility will progressively evolve.

TASKS

1. Follow up of processes related to Grants Management

- 1.1. Support the CGPM in updating follow up tools (Projects and Proposals, follow up tables) on a continuous basis
- 1.2. Produce / review project related tools and processes (project codes, factsheets, kick off meetings, reporting reviews, completion reviews)
- 1.3. Support the formalisation of external partnerships (review and follow up of MoUs)
- 1.4. Contribute to the development of guidance, tools, and templates notably those geared towards improving the functionality of the grants management department
- 1.5. Assist in filing project documents

2. Contribute to Project reports and Proposal development and review

- 2.1. Assist with reviewing proposals and compile feedback
- 2.2. Assist with drafting / reviewing project reports
- 2.3. Develop / consolidate project performances

3. External fundraising

- 3.1. Follow up on external funding opportunities
- 3.2. Follow up on registration with donors
- 3.3. Follow up on donor guidelines

4. Support to Monitoring and Evaluation

- 4.1. Ensure at the onset of all projects that contractual deliverables are clear
- 4.2. Ensure all contractual deliverables are understood and incorporated into monitoring plan
- 4.3. Ensure all contractual deliverables are clearly earmarked and consolidated at the end of the project cycle.

QUALIFICATIONS

- Studies related to humanities or social sciences, and/or other relevant fields
- Excellent written and spoken English, and good working level in French
- Good working knowledge of Microsoft Office (Word, PowerPoint and Excel)

EXPERIENCE, ACHIEVEMENTS, SKILLS AND QUALITIES

- Proven experience of copy-writing and editing articles, reports and presentations
- Academic exposure to grants management, program management and/or monitoring and evaluation
- Attentive to detail, meticulous and organised
- Proactive team player with the ability to think and work independently
- Excellent communicator, who shares ideas and discusses solutions
- Critical thinker, who identifies problems and proposes solutions
- Ability to work in a dynamic, multicultural environment, to work under stress and to meet tight deadlines
- Fast learner and resourceful individual, able to take on a challenge and try new approaches
- Previous experience in the non-profit sector and understanding of the humanitarian coordination system
- Knowledge of donor/institutional funding mechanisms

HOW TO APPLY

Application documents: Curriculum Vitae, cover letter and three references.

Submit applications to: jobs@impact-initiatives.org

REF: 17/GEN/GRANTSINTERNO2 (Please indicate the reference in the subject line of your email).