

GRANTS MANAGEMENT & PROJECT DEVELOPMENT INTERN

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 19 countries. For more information visit: <http://www.impact-initiatives.org/>

We are currently looking for a Grants Management & Project development Intern to support the IMPACT Initiatives team in Geneva.

Title: Grants Management & Project Development Intern

Supervision: Head of Grants Management

Duration: 6 months

Start date: January 2019

Location: Geneva - International Environment House

Remuneration: 1'050 CHF/month

FUNCTIONS

The Grants Management & Project Development Intern will report to the Head of Grants Management, and will be part of a team also including a Grants officer. Based on these terms of reference and initial briefings, the selected candidate will progressively take on more responsibilities during the internship period, based on performance.

The Grants Management & Project Development Intern will be responsible for:

1. Follow up of processes related to Grants Management

- Support the team in updating follow up tools (Projects and Proposals, follow up tables) on a continuous basis
- Produce / review project related tools and processes (project codes, factsheets, kick off meetings, reporting reviews)
- Support the formalisation of external partnerships (specifically review and follow up of grant agreements with IMPACT global partner ACTED)
- Contribute to the development of guidance, tools, and templates notably those geared towards improving the functionality of the grants management department
- Assist in filing project documents

2. Contribute to Project reports and Proposal development and review

- Assist with reviewing proposals and compile feedback
- Assist with drafting / reviewing project reports
- Develop / consolidate project performances

Terms of Reference

3. External fundraising

- Follow up on external funding opportunities, including consultancies
- Follow up on registration with donors
- Follow up on donor guidelines

4. Support to Monitoring and Evaluation

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

REQUIREMENTS

- 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)
- 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

Please send, **in English**, your cover letter, CV and three references to jobs@impact-initiatives.org

Ref: 18/HQ/GRINT02

Please indicate the reference in the subject line of your email.

Only shortlisted candidates will be contacted.