

Job description

GRANTS MANAGEMENT & PROJECT DEVELOPMENT INTERN IN GENEVA

(Reference: 19/HQ/GRINT01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a Grants management & Projects development intern to support our REACH team in Geneva.

Department:	Grants Management and Projects Development
Position:	Grants management & Projects development intern
Contract duration:	6 months
Location:	Geneva, Switzerland
Starting Date:	ASAP
Remuneration:	1'050 CHF Gross

POSITION PROFILE

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

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
- ❖ Fluency in English required, French is an asset
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software.
- ❖ Ability to operate SPSS or related statistical programming an asset
- ❖ Ability to work independently