

GRANTS OFFICER FOR HQ

Reference: (21/HQ/GO01)

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 OFFICER TO SUPPORT OUR HQ TEAM.

Supervisor: IMPACT Head of Grants Management

Title: Grants and Project Development Officer

Contract duration: Open Ended

Starting date: ASAP

Location: Geneva

FUNCTIONS

The Grants Management & Project Development reports to the Head of Grants Management, and is part of the Grants Management department. S/he is responsible to ensure grants related activities with a geographic/sectoral split of responsibilities, that will be decided upon according to priorities as well as level of autonomy.

The Grants Management & Project Development Officer is responsible for:

Follow up of processes related to Grants Management

- Ensure follow up tools (Projects and Proposals, follow up tables, online consolidated tool) are up to date on a continuous basis with required qualitative information
- Produce / review project related tools and processes (project codes, project cards, kick off meetings, reporting reviews) and ensure analysis and dissemination of donor contractual requirements and guidance to relevant country and HQ focal points.
- Review on a monthly basis Reporting Follow Up Tables sent by country teams as well as relevant HQ focal points

finance, logs, as relevant) to ensure identification and anticipation of upcoming deadlines.

- Support the formalisation of external partnerships (specifically review and follow up of grant agreements with IMPACT global partner ACTED) in accordance with IMPACT Implementing Partners SOPs.
- Contribute to the development of guidance, tools, and templates notably those geared towards improving the functionality of the grants management department
- Ensure the paper filing of project documents is consistent

Review and Validation of Project Proposals and reports

- During proposal preparation, lead the interaction with the relevant global / field counterpart in a timely manner, ensuring alignment with donor guidance as well as engaging with relevant focal point at HQ level (programme team, unit managers) where relevant.
- Support proposal submission by ensuring the consolidation of all required documents (application forms, past performances or else)
- During project report review, lead the interaction with the relevant global / field counterpart in a timely manner, ensuring alignment with donor guidance as well as engaging with relevant focal point at HQ level (programme team, unit managers) where relevant, and flag any potential issue in relation to contractual deliverables.

External review

- Follow up on external funding opportunities, including consultancies
- Follow up on registration with donors and relevant due diligences
- Follow up on donor guidelines

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, and integrated into the project factsheet, to be updated upon any contractual change
- 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