

TITLE: Proposal Writer/Awards Coordinator	
TEAM/PROGRAMME: Venezuela Crisis	LOCATION: Bogota
GRADE: 3	
<p>CHILD SAFEGUARDING: Level 1: the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore, a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed.</p>	
<p>ROLE PURPOSE:</p> <p>The key purpose of this role is twofold. To develop high quality, well designed funding proposals, while building excellent relationships with internal and external stakeholders; and to support the emergency team in the planning, securing and managing its awards. The position requires innovative thinking and creativity to package and reframe SC response strategy in ways that attract the right donor support and grow the Venezuela crisis portfolio effectively. S/he will liaise with Technical Advisors to manage the technical part of proposal development and write up proposals with input from Operations, Finance, HR and Security into proposals and budgets. It also plays a lead role in award information management and shares and coordinates information across departments.</p> <p>The post-holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE: Reports to: PDQ Manager Staff reporting to this post: None</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Proposal Writing</p> <ul style="list-style-type: none"> • Oversee the development and writing of high value concept notes and proposals, helping contribute to dramatic income growth from corporate, major donors, trusts and foundations, as well as institutional donors on occasion • Project manage the proposal development process, securing all the required approvals and overseeing quality assurance of the programme design, including log-frames and budgets • Review and proof proposals for the team to ensure their quality for donors • Write donor-facing programme overviews to secure funding for co-financing gaps, and proposals and reports for the wider team, as required <p>Donor Compliance</p> <ul style="list-style-type: none"> • Ensure effective dissemination of donor compliance requirements and guidance from Save the Children Members. • Assist in resolving special donor related issue needing management attention and interfacing with SC members. <p>Award Management System</p> <ul style="list-style-type: none"> • Coordinate and manage the delivery of reports to donors and manage them with the responsible areas in order to meet within the estimated time. 	

- Management of VAT exemption letters to the sub-beneficiaries required in conjunction with the financial area.
- Inform management and coordination of the conditions of donations and manage changes when required.
- Assure the vetting process to the partners through AMS.
- Constant maintenance and updating of AMS data of ongoing projects. (Initiation flows, documentation closures)
- Maintenance of the physical and electronic archive of projects.

Award Management Implementation

- Organise the kick-off meeting (Regulations, Report Timelines, Budget) and in the close-out of the projects (Correct closing, on time) ensuring that these meetings are held at the beginning and end of each project.
- Ensure that relevant information on grant management is effectively shared with interested staff, partners or stakeholders.
- Ensure compliance with grant management formats and steps.
- Coordinate the conduct of audits when requested by donors, accompanying the financial area.
- Carry out alerts with the corresponding areas in order to comply with donor requirements. (formats, dates, indicators, information)
- Provide updated information and analysis of the entire donation management process according to the tools provided by AMS.

Other duties as requested by line manager in relation to AMS and SCI's award management processes.

SKILLS AND BEHAVIOURS (SCI Values in Practice):

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. Approachable, good listener, easy to talk to.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplines risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS:

Master's Degree in Management or related discipline.

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Minimum four years of experience
- Outstanding project management and coordination skills, including an ability to manage high volume workloads
- An understanding of programme design, ideally with field experience in programme delivery or grant management
- High levels of numeracy and previous budget preparation experience
- Excellent verbal and written communication skills; ability to explain complex issues to a variety of audiences.
- An eye for detail and the confidence and ability to review a high volume of information quickly and accurately.
- Understanding of NGO grant management and AMS knowledge at an operational level
- Ability to manage a complex and varied workload; to work effectively under pressure; and to organise and prioritise work to ensure departmental deadlines are met.
- An energetic, flexible and proactive approach with the ability to work both independently and cooperatively within a team setting and across teams
- Solid skills in Microsoft applications. Experience managing content on intranet type systems a plus.
- Ability to challenge and negotiate assertively and cooperatively with senior staff.
- Demonstrable commitment to equal opportunities and awareness of what constitutes good practice.

Desirable:

Experience in writing successful high value institutional donor funding proposals is desirable.

NOTA 1: Con la presentación para participar en la presente convocatoria se autoriza a Save the Children a comprobar la información personal suministrada, así como a hacer uso de los datos personales para efecto de comprobación en bases de datos públicas y privadas relacionadas con nuestras políticas anti fraude, lavado de activos y financiación del terrorismo. Los datos utilizados serán los indicados en la cedula de ciudadanía entregada.

NOTA 2: En todo caso, la solución a la prueba técnica será un criterio de evaluación y selección del personal, por lo que solo se usará el contenido para los efectos del proceso de selección y se respetará la propiedad intelectual del mismo, no genera en ningún caso remuneración alguna.

Se recibirán hojas de vida **hasta el día 15 de Octubre del 2018** y podrán aplicar al link de computrabajo: <https://www.computrabajo.com.co/ofertas-de-trabajo/oferta-de-trabajo-de-proposal-writerawards-coordinator-en-bogota-dc-F202A4ACEA8A4A43>

Las propuestas presentadas una vez cumplida y pasada la hora fijada para el efecto, o radicadas en dependencia distinta a la enunciada en este documento, **NO SERÁN RECIBIDAS** ni tenidas en cuenta por el comité de selección, de lo cual se dejará constancia en la respectiva acta.