

## How to Apply for this Job

### Background on Tearfund

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches. We operate in more than fifty countries around the world. We deliver our strategy by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

### Tearfund's Application Process

If you would like to apply for a job, please visit our website at [www.tearfund.org/en/get\\_involved/jobs/](http://www.tearfund.org/en/get_involved/jobs/). From there you can search for vacancies, choose the relevant area of work (e.g. Disaster Management / HR, Finance & IT) and then find the vacancy that interests you.

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

# Job Profile

## Job Profile

JOB TITLE	Grants & Information Officer - DRC
GROUP	International Group
TEAM	West & Central Africa
LOCATION	Goma (with frequent travel)
RESPONSIBLE TO	Programme Manager

## PART 1 – JOB DESCRIPTION

### 1. JOB OVERVIEW

The Grants & Information Officer will be responsible for coordinating proposals, donor reporting, and project knowledge management systems within the DRC programme, a member of the DRC team based in Goma with frequent travel.

This will include working closely with Tearfund Project Staff, Advisors and Senior Managers to draft and edit donor proposals and reports; coordinate compliance with various institutional donor rules, Tearfund policies and Government processes; schedule evaluations; document success stories; lead analysis of field experience to derive lessons learned; write news and prayer letters; and share best practices.

### 2. POSITION IN ORGANISATION

- Grade 4
- Directly reports to Programme Manager
- Closely coordinates with the following members of the senior management team: Country Director, Programme Manager, Area Managers, Sector Advisors, Logistics Manager and Finance Manager. Closely coordinates with Multi-Sectoral Project Managers and Support Managers as well as Programme Support Officers if and when available
- Liaises closely with UK Programme Officer and UK Programme Funding Advisors

### 3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
  - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

## **Dimensions and limits of authority**

- No financial responsibility.

## **4. KEY RESPONSIBILITIES**

### **Programme Strategy and Planning**

- Coordinate proposal and budget development process for all proposals to public and private sector donors, including institutional donors and UN agencies.
- Draft, or closely assist the team to draft narrative proposals and supporting narrative documentation in close coordination with Area Manager, Sector Advisors, Senior Managers and Field Staff.
- Draft, or closely assist the Finance Officers in location and Finance Department with the budget formulation for proposals and supporting finance documentation in close coordination with Finance Manager, Area Managers, Sector Advisors, Senior Managers, and Field Staff.
- Inform Senior Management of significant grant developments and new/upcoming grant mechanisms.
- Schedule group meetings to determine grant appropriateness.

### **Project Cycle Management**

- Advise, assist and coach project staff in documenting participatory needs, capacities & vulnerability assessments and situation analyses.
- Organise and schedule all aspects of grant management – including proposal writing, internal Project Approval Meetings, reporting, internal checklists, evaluations & audits – in order to facilitate timely submission of proposals, reports, modifications and extension requests.
- Conduct monitoring visits to field locations and provide capacity building and training for field staff on reporting and donor compliance issues, also shared learning on M&E.
- Coordinate all internal reporting and responses to requests for information from other Tearfund departments.
- Ensure efficient receipt and dissemination of information arriving into the programme e.g. from Tearfund UK, and actively seek information on relevant issues.
- Work to ensure regular and effective communication with the Government of DRC counterparts through visits and the submission of reports.

### **Good Practice and Institutional Learning**

- Facilitate, participate in and document project reviews and evaluations and ensure learning is understood and disseminated to field and head office based stakeholders.
- Oversee the writing of case studies and success stories from field project work.
- Promote and encourage staff openness to learning, and identify issues from project experience for analysis, dialogue and possible incorporation into emerging best practice and policy formulation.
- Provide the point of contact for information from Tearfund UK and other sources being disseminated to programme staff to contribute towards and influence all phases of the project cycle.
- Monitor and facilitate programme progress to ensure compliance with donor rules and highlight areas of insufficient compliance to Senior Management.

### **Administration / Programme Support**

- In consultation with the Country Director, Deputy Country Directors, Area Managers and in close liaison with the Programme Support Officers (if available), ensure that all project information is recorded and organised using effective paper and electronic filing and archiving systems in accordance with Tearfund standard procedures.

### **External Relationships / Representation**

- Attend relevant inter-agency coordination and donor meetings as required.

### **Corporate Policies, Management Systems and Procedures**

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.

## PART 2 – PERSON SPECIFICATION

**JOB TITLE: Grants & Information Officer**

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Degree or equivalent qualification in development, journalism, international relations, or other relevant course	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• International NGO field experience in a similar position: grant management, proposal development (narrative and budgets) and donor reporting.</li> <li>• Proven ability to develop winning proposals for public and/or private sector donors.</li> <li>• Experience in logframe development and Project Cycle Management</li> <li>• Experience in conveying stories and case studies to external audiences in an appropriate and timely manner</li> <li>• Experience in strategic planning</li> <li>• Experience in project implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with USAID, ECHO, DFID, Common Humanitarian Fund, CIDA, CFGB and multilateral donor mechanisms.</li> <li>• Experience in DRC and/or other insecure operating environments</li> <li>• Sector experience in WASH, Food Security, and Public Health.</li> <li>• Experience in capacity-building national staff in reporting and proposal writing</li> <li>• Working to SPHERE Standards, People In Aid, Red Cross Codes of Conduct &amp; HAP Principles</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent English language, written and verbal communication skills</li> <li>• Fluency in both spoken and written French</li> <li>• Excellent organisational and administrative capacity</li> <li>• Intermediate Microsoft Word, Excel, PowerPoint and Outlook skills</li> <li>• Proven ability to be flexible in demanding situations</li> <li>• Problem solving skills</li> <li>• Ability to learn quickly</li> <li>• Negotiation and representation skills</li> <li>• Ability to lead and facilitate team prayer and Bible studies</li> <li>• Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Strong interpersonal and team skills</li> <li>• Knowledge of Photoshop, Quark, or other graphic design programmes</li> <li>• Knowledge of website design and development</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed Christian</li> <li>• Humanitarian &amp; Christian motivation</li> <li>• Emotionally and spiritually mature</li> <li>• Team player – practical, desire to support the field teams.</li> <li>• Understanding and sensitivity to cross cultural issues</li> <li>• Flexible and adaptable to ever changing environments</li> <li>• Ability to remain calm under pressure.</li> <li>• Diplomatic and determined.</li> <li>• Willingness to travel and live in basic conditions</li> <li>• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement</li> </ul>	