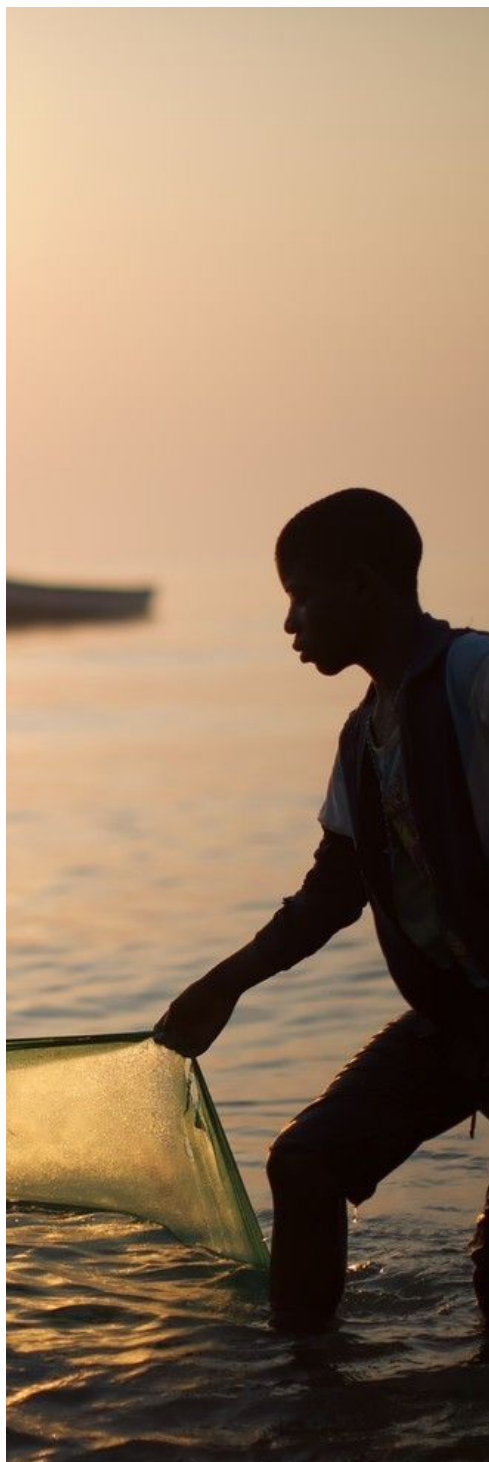


JOB PROFILE

How to Apply for this Job



Kieran Dodds/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

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.

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 Title	Grants & Information Coordinator - Malawi
Group	International Group
Team	Southern and East Africa
Location	Lilongwe, Malawi
Responsible to	Country Representative

Part 1 – Job description

1. Main purpose of the job

Tearfund Malawi Office is recruiting a Grants and Information Coordinator to be based in Lilongwe, Malawi whose main role is to design and deliver country office resource mobilisation strategy.

The Grants and Information Coordinator will work closely with the Country Representative in donor scoping and engagement, networking and building relationships with key donors, and actual or potential consortium members (other NGOs etc). The role will support the country team in producing high quality proposals to access donor funding, and providing accountability to those donors as well as ensuring compliance to donor and Tearfund requirements. As a member of the Malawi Senior Management Team (SMT), the role is responsible for coordinating all donor proposal writing, reporting and donor project/programme knowledge management systems. This requires working closely with the Program Manager, Finance Manager and all relevant staff to draft and edit donor proposals and reports; ensure compliance to various donor and Tearfund requirements, coordinate and support donor field visits and evaluations; lead analysis of field experience to derive lessons learnt; initiate the writing and dissemination of impact stories, document and share best practices, news and prayer letters on request.

2. Position in organisation

- Grade: 3
- Directly reports to the Malawi Country Representative.
- Closely coordinates with the Country Office Senior Management Team and Programme Support Staff.
- Liaises closely with partners involved in accessing donor funding. This role interacts and liaises with different teams within Tearfund, particularly Regional Programme Funding Manager in relation to institutional funding and fundraising activities.
- Keeps the Senior Management Team abreast of ongoing work interaction and communication with donors and teams external to the country team.

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are encouraged to:-

- Engage with Tearfund Prays and the Prayer hub

- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Key Responsibilities

5.1 Donor scoping

- Keep the Senior Management Team updated on key donor strategies and priorities, and aware of specific calls for proposals, in conjunction with the Programme Funding Team in the region and UK.
- Liaise with the regional Programme Funding Managers to scope new donor opportunities in country or within the region and to follow up on calls that are shared with the Malawi office.
- Support the Country Representative and the Programme Funding Manager in updating and maintaining the Malawi Funding Plan and accompanying action plan.

5.2 Donor and consortium engagement

- Support the country lead in developing and maintaining donor relations with in-country donor agencies, and with potential and actual consortium partners through face-to-face meetings, email and phone.
- Update regional Programme Funding Manager on progress made in donor engagement sharing minutes of meetings in order that Malawi may be linked into organisational learning led by UK Donor Leads.
- Arrange and coordinate in-country donor visits for monitoring and evaluation, in consultation with country lead and the wider SMT.
- As delegated by the Country Representative, attend relevant inter-agency coordination meetings.

5.3 Partner assessment and capacity building

- Be part of the team involved in assessing partners systems and capacity to implement donor funded projects/programmes.
- Design and deliver partners capacity building initiatives.

5.4 Project design and proposal writing

- Support partner and in-country staff to gather required baseline data through participatory needs, capacity & vulnerability assessments and secondary data sources.
- Coordinate the provision and sharing of the required information for Project Development Meetings (PDMs), to ensure relevant authorisation is gained prior to donor submissions, while ensuring any recommendations are adopted into the final submission.
- Lead the country team in drafting concept notes and proposals, including budgets (working closely with finance) and any required supporting documentation, while ensuring donor guidelines

are followed, and in close coordination with all those involved in management of projects and programmes.

- Ensure all donor submissions are in line with Tearfund's Quality Standards, PCM and sector good practice, and reflect the priorities outlined in the country programme.

5.5 Ensuring Donor / TF compliance

- Facilitating the signing of donor contracts ensuring legal review, sign off within delegated authorities. Ensure the TF Malawi team is aware of, and able to meet the contractual commitments made by signing off.
- Support the training and ongoing accompanying of staff and partners on the contractual agreements and donor rules and regulations of the signed contracts.
- Coordinate the monitoring of compliance to specific donor rules and regulations, highlighting areas of insufficient compliance to SMT.
- In collaboration with the SMT monitor the implementation of the project closure guidelines at the end of every project.

5.6 Monitoring of the implementation

- Visit activities on the ground to verify accuracy of reports and alignment to agreement
- Ensure availability and appropriate use of programming information to be used in reports, information briefs, bulletins and case studies.
- In consultation with the SMT maintain a standard filing system to ensure core donor and project related documentation is held and accessible, using effective paper and electronic filing systems in accordance with Tearfund standard procedures.
- Provide appropriate support in planning and accompanying donor visits to the projects.

5.7 Producing reports of high quality and on time as required by the donors

- Edit and undertake a final proof reading of all documentation prior to submission to ensure quality control, focusing on clarity, consistency, and application of PCM good practice.
- Support the country team to coordinate all project related reporting, and act as the point of contact for project related information to and from the donor (via UK where applicable), document case studies and beneficiary stories, coordinating responses to requests and disseminated information to programme staff.
- Oversee and maintain the programme's Grant Management Information System (GMIS) and update the centrally managed Acquisition Management Tracker to ensure the timely and quality submission of internal and external proposals and reports, setting deadlines for submission of draft documents
- Produce prayer updates for Tearfund supporters, where requested.

5.8 Analysis and sharing of field experience/ lessons learned

- Actively draw out lessons to be shared within the team, but also with the broader cluster and technical teams.
- Support and facilitate the country team to undertake internal end of project reviews, and external evaluations, to ensure learning is captured, understood and disseminated within the programme and corporately for possible inclusion into emerging best practice and policy formulation.
- Participate actively with the SEA/ECA Funding Forum sharing updates across the region and regularly joining this meeting to learn with others.

Part 2 – Person specification

Job title: Grants & Information Coordinator - Malawi

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree or equivalent qualification in development, humanitarian affairs, international relations, or other relevant course 	<ul style="list-style-type: none"> Masters Degree in Social Sciences or International Development Studies
Experience	<ul style="list-style-type: none"> At least 3 years of experience in both Local and/or International NGO with similar position: grant management, proposal development (narrative and budgets) and donor reporting Proven ability to develop winning proposals for public and/or private sector donors (including one or more of DFID, USAID, EU and multilateral donor mechanisms) Experience in logframe development and Project Cycle Management Experience in conveying stories and case studies to external audiences in an appropriate and timely manner 	<ul style="list-style-type: none"> Experience in capacity-building national staff in reporting and proposal writing Working to SPHERE Standards, People In Aid, Red Cross Codes of Conduct & HAP Principles Experience in project implementation
Skills/Abilities	<ul style="list-style-type: none"> Excellent English language, written and verbal communication skills Ability to communicate easily and understanding of development communication Excellent organisation and administrative capacity Strong interpersonal and team coordination skills Good numeracy skills and Proficiency in Microsoft Excel Intermediate Microsoft Word, PowerPoint and Outlook skills Ability to analyse and interpret data Excellent problem solving skills and ability to learn quickly Strong negotiation and representation skills Ability to lead and facilitate team prayer and Bible studies Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	<ul style="list-style-type: none"> Budget analysis and managements skills
Personal Qualities	<ul style="list-style-type: none"> Humanitarian & Christian motivation Emotionally and spiritually mature A strong team player and a practical desire to support the field team Understanding and sensitivity to cross cultural issues Ability to remain calm under pressure Diplomatic and determined Willingness to travel and stay in basic conditions Committed Christian with a personal relationship with God 	

	<ul style="list-style-type: none"> Committed to Tearfund's Mission, Values and Beliefs 	
OTHER COMMENTS: All roles require a DBS/Police check		