

# RESILIENCE AND HUMANITARIAN RESPONSE

## PROJECT SUPPORT OFFICER

Out of  
poverty

United  
Purpose 





## About Us

United Purpose (UP) is an international development charity with an innovative community led approach to delivering the Sustainable Development Goals and eradicating global poverty and inequality. We lift people up out of poverty by providing solutions to poverty that last. Our unique approach combines high quality **intelligent development**, **disruptive innovation** and **enabling independence** making us a powerful agent of change.



With a global turnover of **£20 million** and annual support to **3 million** people we have been **successful in growing our impact and reputation.**

Our income has increased significantly in the past few years. We are now looking to develop further funding relationships, more rigorously measure our impact and continue to invest in our devolved, community-led approach to development.



## Our Malawi country programme



We began working in Malawi in 1988, initially supporting refugees from the Mozambican civil war and their hosts in the Dedza area. Today we are one of Malawi's largest NGOs, working in partnership with local government and communities across fourteen districts. Over the years we have developed a trusted reputation with most of the established institutional and non-institutional donors and organisations in the country.

Our Malawi programme is by far and away the largest UP country programme. In partnership with others we have directly reached over 1.2 million rural people in 2016.

Over the past 30 years we have gained significant experience in sustainable agriculture and food security; climate change and disaster risk management; water, sanitation and hygiene (WASH); nutrition; malaria prevention and control; community mobilisation and capacity building; sustainable energy; microfinance; and emergency response work.

We have a very hands-on, vibrant and skilled team of over 360 dedicated employees.

# RESILIENCE AND HUMANITARIAN RESPONSE PROJECT SUPPORT OFFICER



## Role Purpose

The purpose of this post is to support the Deputy Country Director (Programmes) in reporting to donors, sharing and promoting project impacts, identifying funding opportunities and supporting the development of grant applications, and communicating effectively with partners and other stakeholders. The post holder will liaise with other United Purpose (UP) country programmes/offices and the UK Office to ensure effective communication. They will support the Malawi UP team to ensure that the Malawi humanitarian and resilience programme are sector leaders, adequately funded and positive donor and government relations are maintained.

**Location:** Lilongwe, Malawi

**Responsible to:** Malawi Deputy Country Director (Programmes)

**Contract type:** permanent, full time

**Salary:** £5000 plus local allowance

**Benefits:** £300 monthly housing allowance, one return flight a year and medical insurance

## Objectives

- To ensure timely reporting and communication on donor contracts and internal monthly reporting within UP;
- To support significant institutional and non-institutional proposal development, background research, coordination and draft writing;
- To lead on building an institutional real-time knowledge of donors and various funding opportunities relevant to the needs of the programme;
- To work with the Humanitarian and Resilience teams to improve quality assurance through improved monitoring and evaluation, documentation of lessons learned, best practices and case studies;
- To work with project managers, partners and the finance manager in preparing and submitting proposals in line with the specific funding strategies;
- To contribute to improving appropriate programme visibility, innovations and impact (including collecting communication materials and compiling case studies);
- Co-ordinate and maintain the monthly Project Status Summary Report and Project Summaries for HQ.

# Responsibilities

- Communicate and coordinate work relating to donor funding within the Malawi programme
- Advise and when necessary support project managers on donor guidelines and contractual obligations, particularly on reporting, co-funding, procurement and visibility requirements & work with the Deputy Country Director to ensure a coordinated approach to donor grant management.
- Support to ensure timely narrative and financial reporting to donors in collaboration with Project Managers and the Deputy Country Director (including sending reporting reminders and proofing reports for quality and donor compliance)
- Coordinate building an institutional real-time knowledge of donors and various funding opportunities relevant to the needs of the programme in Malawi and maintain a matrix of current and projected funding opportunities
- File all project documents (i.e. proposals, contracts, reports) and liaise with the UK office to ensure copies are being shared and stored in the database
- Ensure that the submission of proposals for all projects is coordinated with the relevant staff at project specific levels and with the Deputy Country Director as appropriate
- Assist the Country Director in building donor relations and in attending meetings with donors as appropriate and required, and maintaining timely communication with donors in conjunction with Project Managers and Country Director
- Support the Humanitarian Coordinator to deliver the humanitarian response, including assisting with staff capacity building, field visits, attending coordination meetings, preparing funding proposals
- Produce communications, including brochures, case studies, project summaries, capacity statements, social media and website contents, as necessary. Supporting effective and timely programme visibility in line with UP strategies and donors and promote brand transition
- Improve and produce documentation of lessons learned, best practices and case studies, and ensure wide scale dissemination and adoption. Build capacity of UP staff in report writing
- Supporting identification and execution of appropriate innovations that contribute to changing the way things are done in the Malawi programme and ensure the lessons from the innovations are drawn and used accordingly
- Provide secretarial support for the National Cookstoves Steering Committee
- Other tasks as agreed with the Deputy Country Director

# Person Specification

## Required Skills, Experience and Competencies

- Fluent written and spoken English. Outstanding proposal and report writing skills
- Flawless attention to detail
- Good interpersonal skills with a patient, flexible & responsive disposition
- Two - three years relevant work experience
- Degree level qualification in Development oriented field or other relevant subject and/or equivalent academic capacity
- Understanding (and experience desirable) of working with institutional donors
- Solid planning and organisational skills
- Extremely positive can-do attitude, ability to work proactively, under own initiative with minimal supervision
- Ability to work to tight deadlines and multiple priorities in a demanding environment
- Strong computer skills: Excel, Word, Power point and Outlook
- Strong personal passion and commitment to international development issues.
- Capability to adapt to the local work environment and constraints

## Preferred Skills & Experience

- Experience in proposal writing and understanding of project budgets
- Experience in grant and contract administration
- Good communication or photographic / new media skills
- Understanding of the Humanitarian and Resilience sectors

To apply for this role please send your CV, our Equal Opportunities form (voluntary) and a short covering letter to:



[applications@united-purpose.org](mailto:applications@united-purpose.org) by 12<sup>th</sup> March 2017

All applications will be acknowledged but only successful applications will be contacted further.

