VACANCY ANNOUNCEMENT
Proposal Writing Officer

Samuel Hall is seeking a professional and motivated full-time Proposal Writing Officer (PWO), to be based in Nairobi or Tunis (remote working possible initially). The PWO will directly support the strategic development of Samuel Hall across all geographical areas by leading and coordinating technical and financial bids for our clients. As Samuel Hall celebrates its tenth anniversary, we are looking for a PWO who can sharpen our competitive advantage and cement our strategic positioning as we continue to grow. She/he will report to the Director of Development.

WHO WE ARE

Our research connects the voices of communities to change-makers for more inclusive societies.
Samuel Hall is a social enterprise that conducts research in contexts affected by issues of migration and displacement. Our mandate is to produce research that delivers a contribution to knowledge with an impact on policies, programmes, and people. We provide practicable insights to challenging issues in the global South by providing academic-standard research through primary data collection in areas where researchers do not commonly go. Samuel Hall works with governments, donors, multilateral organisations and NGOs, as well as public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2010 through our offices in Afghanistan, Ethiopia, Kenya, Tunisia and Germany. For more information, visit www.samuelhall.org

WORK ENVIRONMENT: We are a rapidly growing research organisation, and you will be expected to grow with us and carve out your own spot in the team. We look for pro-active, creative individuals who can identify opportunities to make their mark and identify solutions to problems. We believe in hiring people who can show their ability to be both strong leaders and reliable team-players, and able to to add value from the very start. We hire people who can expand our knowledge and help us reach our social impact objective in their field of expertise. We work in a fast-paced, demanding, and challenging environment.

NATURE OF THE ROLE

Coordination of RFP Search and Proposal Development
• Conducts weekly RFP search online and identifies relevant opportunities
• Maintains an updated database of procurement websites and login details
• Leads proposal development process and proposal response teams
• Serves as overall focal point on each bid and ensures timely and efficient submission
• Develops and utilises templates and streamlines task-management processes to ensure teamwork and effective delivery
• Reports to the Director of Development and liaises with technical, financial and in-country teams when necessary
• Maintains an updated roster of external consultants, CVs and partners for inclusion on bids
• Writes corporate and technical fact sheets on different clients for institutional memory
• Works closely with colleagues conducting business development to align priorities

Proposal Writing
• Collects and analyses information on the bid, the context and the client for innovative and responsive proposals
• Determines Samuel Hall’s competitive advantage and strategic positioning
• Identifies and contacts partners for joint ventures
• Prepares a plan and detailed timeline for each submission and tasks internal and external resources as needed
• Drafts, edits and/or reviews all sections of proposals for submission in line with language and methodological standards
• Prepares draft budgets for review by the Director of Development
• Transforms conceptual design and technical content into polished final proposals

VACANCY REQUIREMENTS

The Proposal Writing Officer is required to have:
• A Master’s degree in a relevant field (international relations, social sciences, law, business, etc.)
• 5 years of proven work experience in the sector or in similar employment
• Past consulting or research experience with development and humanitarian actors and donors
• Proven experience in writing proposals for NGOs, international organisations, government institutions and other donors
• Proven experience in project and team management
• Attention to detail and ability to meet tight deadlines
• Strong organisational skills and ability to cope with stress and occasional irregular hours
• Excellent English writing skills and mastery of technical jargon; knowledge of French is a plus
• Knowledge of debates, actors and priorities within the development sector

Location
Nairobi, Kenya or Tunis, Tunisia; with the possibility of initial remote work.

Contract duration
2 years

Vacancy closure
01/10/2020

E-mail for submission
Samuel Hall

Submission guidelines
All applicants should send their cover letter and CV in separate PDF files, each labelled: “CL/CV – Full Name of Applicant” with the e-mail subject line clearly expressed: “Name – Proposal Writing Officer”. Three samples of relevant work and three references should also be included.

Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews are conducted on a rolling basis.