



**CARE INTERNATIONAL
EAST, CENTRAL AND SOUTHERN AFRICA REGIONAL OFFICE(ECSARO)**

VACANCY

Program Funding & Reporting Coordinator, Sudan

<https://chp.tbe.taleo.net/chp02/ats/careers/v2/viewRequisition?org=CAREUSA&cws=52&rid=4316>

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. We currently work in over 93 countries, and focus primarily on women and girls as the most disproportionately affected by poverty, while engaging men and boys through our work too.

CARE's East, Central and Southern Africa Regional Office (ECSARO) is responsible for the oversight of CARE's operations as well as the provision of support to 15 Country Offices in the region. For more information about our work, please visit www.care.org

CARE seeks a Program Funding and Reporting Coordinator(PFRC) driven by integrity, passion and innovation to hold the key functions in coordinating and leading; and ensuring timely and quality donor proposal and reporting within CARE Democratic Republic of Congo(DRC) Country Program. S/he will closely work with the program, finance and program support team in these functions. S/he will undertake a proactive approach to map out existing opportunities and finalize a business development/ fund raising strategy with necessary country office and regional input. S/he will work with proposal development teams, consultants and partners on proposal and concept note development and marketing them with donors. The incumbent will enhance the capacity of CARE and partner staff on proposal policies-procedures, standard forms for specific call, and requirements for different bids. S/he will review current and future calls and guide CARE on where to participate. This position is based in Goma, DRC.

Reporting to the Country Director, The FRC will prepare internal timelines for proposal development and coordinate with CARE International Members (CIM) or donor to prepare quality proposals in line with donor requirements and according to the timeframe; Play diverse roles in the process: coordinator, leader, writer, and reviewer; provide inputs to the cost proposal, ensuring that the cost proposal remains efficient; respond to donor queries on the submission.

The FRC will review and update existing marketing documents and tools and provide creative suggestions for additional ways CARE activities can be presented visually and shared with various audiences; assist concerned colleagues (finance and program management) to identify areas to improve the reporting process, aiming at increasing the quality of reports and maintaining/improving the competitiveness of CARE; lead monthly Program review meetings with Program Managers, finance, operations and other relevant departments, ensuring compliance and reporting requirements are met, timely management feedback is provided on implementation progress, and corrective action (including stakeholder communication) is taken.

Responsibilities:

- Prepare internal timelines for proposal development and coordinate with CIM or donor to prepare quality proposals in line with donor requirements and according to the time frame
- Develop donor engagements plans for various level of management in the Country Office(CO)
- Map out existing and potential opportunities for donor engagement and fundraising based on existing documents and updated consultations with staff, donors, and UN agencies
- Schedule specific donor engagement events for the year and invite strategic donors (identified in the strategy/plan) to attend; this is in addition to regular proposal/report discussion meetings
- Maintain and circulate Proposal and Grant Tracking Sheet on a monthly basis, update other tools as new grants are awarded and transfer grants between tabs as necessary
- Coordinate with the Program and Finance teams to produce final versions of reports for submission
- Train, mentor, coach CARE staff on the reporting, competitive bids process, proposal writing and fundraising
- Ensure project partners are invited to actively and meaningfully participate in the proposal development and implementation workshops

Required:

- Bachelors' degree in International Development, Public Health / Nutrition, Social Science or related field.
- Master's degree in International Development, Public Health, Social Science or Business Administration is desired.
- Three (3) to five (5) years of experience in program / business development, proposal writing, and fund raising
- Experience and knowledge in preparing competitive bids for DFID, EU, USAID and other donors
- Demonstrated success in the area of new business development
- Experience of working in a stressful environment.
- Excellent proposal writing skills
- Ability to work with people of various cultures
- Entrepreneurial spirit and strong business acumen
- Demonstrated ability to work in team and provide leadership in team efforts
- Sound conceptual skills in humanitarian emergency, early recovery and development programming and designing interventions in such context
- Strong in networking, representation and building relations
- Excellent oral and written English skills.
- Working knowledge of French.

CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children from abuse