



JOB OFFER

Reporting & Proposal Writer

Ukraine Crisis Response

Application deadline: 15/12/2022

Context

Founded in 1945, CARE is one of the world's largest, non-political, and non-denominational humanitarian networks. Our mission is to fight against extreme poverty. CARE implements emergency and development projects in areas that complement each other: education, food security, health, accessing water, development of income-generating activities by involving communities and working with local partners. CARE defends the rights of women and supports their autonomy. In 2022, CARE France was active in thirty countries and was responsible for the management of the Lebanon, Cameroon and Madagascar offices and operations in Romania and Moldova. The annual volume of resources is €50 million. The team in Paris is made up of about 60 people.

To find out more about CARE: www.carefrance.org

General objective and job details

Reports to Program Development & Quality Coordinator (PDQA Coordinator).

CARE France is aiming to reinforce its operations in Romania and Moldova within the global response to the Ukraine crisis. This position will lead internal and external reporting and proposal writing for the identified funding opportunities (so far DEC, NIN and SHO for minimum). The responsible of this position will collate information from the partners and internal information and will develop internal and external reports following existing formats. Reports need to be submitted in timely manner. Further s/he will review call for proposals documents, relevant documents of CARE and existing information on the context preparing go/no-go decisions.

Main responsibilities and tasks:

1. Ensure high quality reports are submitted to donors and internal stakeholders:
 - Collect all monthly reports from partners and make an analysis in general and on particular subjects (main achievements, lessons learned etc)
 - Collect information (also from MEAL and finance) and translate into donor formats for high quality and timely reporting
 - Provide support to any other type of reporting required by the project

2. Ensure when appropriate that quality proposals are being submitted to donors
 - Stay abreast of calls for proposals from donors
 - Prepare for go/no-go decisions

- If Go decision is taken, support the PDQA Coordinator in proposal development and modification requests and coordinate with the relevant CARE member partner, CARE France staff and where appropriate technical consultants.
 - Ensure all information for the proposal is coherent and according to donor requirements
3. Ensure Comms and advocacy receive adequate information for dissemination and developing messages
 - Based on analysis of report provided by partners provide comms and advocacy information for dissemination in collaboration with the Communications Manager
 4. If appropriate, provide capacity strengthening training in reporting and proposal writing to partners
 - Participate in analysis of partner needs assessment
 - In case of requirement for report writing or proposal writing provide appropriate training
 5. Ensure all documents are properly filed and accessible to those authorized
 - Ensure all documents are properly filed
 6. Ensure After Action Review will be properly documented
 - Participate in preparation of the AAR and provide support the PDQA Coordinator and MEAL Coordinator in the preparation
 - Participate in the AAR and support the MEAL Manager in producing a high-quality analytical report on the outcome

Other responsibilities might be added.

Profile of Employee

Experience & Education

- Bachelor's degree in Technical Writing, Marketing, English, Communications, Journalism or related area of study; humanitarian desired
- A minimum of one year of international experience in humanitarian action, in both headquarter and country/field office positions

Main skills for the position

- Good writing in English, proofreading and editorial skills: Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, succinct, and free of mechanical errors
- Computer proficiency in Microsoft Office Suite (Word, Excel, Outlook) and In-Design
- Proven experience in strong and winning proposal writing to humanitarian donors

Soft skills

- Ability to adapt to changing priorities, work environments, management styles, and business trends
- Highly organized
- Attention to detail

- Ability to work in a team environment, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments and achieve desired goals
- Experience in working towards tight deadlines
- Able to work under tight deadlines
- Ability to quickly grasp technical details and translate into concise written information for a variety of technical and non-technical audiences

Application Details

Contract: Limited contract of 10 months (until October 2023)

Starting date: January 2023

Compensation: from 32 381 EUR to 35 172 EUR annual gross (depending on the experience and the salary grid of CARE France)

(+ health insurance, repatriation, accommodation)

Working place: Bucharest, Romania

How to apply?

Interested candidates should send their curriculum vitae and a cover letter to recrutement@carefrance.org

Specify in the email subject the reference: UKRAINE Reporting and proposal

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CARE encourages diversity in recruitment.

Due to the large number of applications, we are unable to respond individually to each applicant. Only those selected will be contacted directly. If you have not received a reply from us within 3 weeks of sending your application, please consider your application unsuccessful.

We would also like to point out that: in view of the GDPR (General Data Protection Regulation), if you are unsuccessful in your application, we will not keep your application file or any personal information about you. Everything will be destroyed.

CARE France has zero tolerance for the exploitation, sexual abuse and mistreatment of women and children and mobilises all its employees in the implementation of its global policy.