

## **Senior Programme Officer - IRDM (Level 2)**

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Colombo - 09

Category: Marketing and Resource Development

Job Type: Fixed term, Full-time

World Vision is a Christian, relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice.

We work through our main sectors – education, health and nutrition, water and sanitation, economic development and child protection – serving all people, regardless of religion, race, ethnicity or gender. Our work is always child-focused, participatory and community driven.

World Vision and has been in Sri Lanka since 1977 and currently serves in 30 locations in 13 Districts across the country through development programmes. In 2020 we directly impacted the lives of nearly 100,000 most vulnerable children and their families.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

### **Senior Programme Officer – International Resource Development & Management (Level 2)**

**Location – Colombo**

#### **Job Profile**

The Senior Programme Officer is responsible for creating and managing new funding acquisition and contract management and reporting for a portfolio of multi/bi-lateral institutional and private non-sponsorship (from World Vision International Support Offices and private entities, such as

foundations) donors to enable World Vision Lanka's (WVL) strategic objective to develop diversified and sustainable funding.

## **Major Responsibilities**

- Develop and acquire new funding opportunities
- Develop an opportunity-specific win strategy for WVL to pursue, considering insights from donor guidelines, market trends, landscape mapping, organisational strengths and unique selling proposition
- Lead, establish and properly brief Bid Team on the opportunity synopsis and donor guidelines
- Work with technical staff, Monitoring, Evaluation, Accountability & Learning (MEAL) Staff, Communications and Operations as required to support the development of high quality communication materials for (pre)positioning with donors and partners.
- Effective Project Cycle Management (PCM)
- Facilitate effective and collaborative grant management processes and monitor project progress in order to ensure grants are successful in meeting objectives, timelines, budgets and expected quality in line with approved project design and donor and internal compliance requirements
- Build and maintain effective professional relationships
- Clearly communicate and agree reciprocal expectations between stakeholders; seek to understand and address any challenges in meeting expectations; ensure appropriate documentation is available to demonstrate agreements that were reached; follow through on agreed expectations

- Develop and strengthen internal processes for effective grant acquisition and management
- Capture and share lessons learned from funding application processes and identify concrete actions to help improve the success rate for future applications

### **Required qualifications, experience & competencies**

- 2 - 3 years of experience in developing and designing successful proposals for institutional funding
- Bachelor's degree in a relevant field (e.g. international or development studies, economics, social science disciplines, etc.)
- Demonstrated understanding of project logic development
- Experience in successfully managing communications and relationships with institutional donors
- Demonstrable prior successes in Project Cycle Management (PCM) and overseeing grant processes through log frame, budget, progress monitoring
- Deep understanding of community development processes, inter/national frameworks and principles
- Fluent in English, written and verbal communication skills. Working knowledge of at least one other official Sri Lankan language (Tamil and/or Sinhalese)
- Ability and willingness to travel domestically and internationally up to 20% of the time

World Vision Lanka offers a competitive remuneration package based on individual competence

and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

***Only short listed candidates will be notified.***