

# Resource Acquisition and Management Officer

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Field Operations

Job Type: Fixed term, Full-time

## **1. PURPOSE OF POSITION**

This position is expected to provide support to both the program officer and the grant acquisition officer. On one hand, the staff will work closely with the program officer to ensure quality assurance to a portfolio of grant and PNS projects, working closely with the various project managers. The person will work closely with internal and external stakeholders to ensure programme quality and donor compliance throughout project start up, implementation and closeout/ transition. The position will deliver high quality reporting and communications to Support Offices and other key stakeholders. On the other side, the same individual will assist the grant acquisition officer to develop and implement strategy for resource diversification and growth in World Vision Burundi (WVB) and; enhance the capacity of WVB to acquire and efficiently execute bilateral, multilateral grants. This will be achieved by: (1) building relationships with key donors represented/ with interest in Burundi; (2) generating innovative solicited and unsolicited grant proposals; (3) and supporting startup to ensure a smooth transition from grant acquisition.

## **2. MAJOR RESPONSIBILITIES**

Time	Role Dimension / Major Activities	End Results Expected
35%	<i>Operations and Programme</i>	

## **Management Support**

1. Work with resource development team, technical staff and other relevant staff to ensure smooth startup of projects, through timely and quality recruitment, staff orientation and capacity building, etc.
2. Coordinate with technical staff, project Managers/ Coordinators and other relevant staff to develop work breakdown structures, for all activities in the projects' 'Detailed Implementation Plan'.
3. Follow up on day-to-day project implementation based on the implementation, procurement and spending plans, providing timely trouble-shooting to projects. In this:

1. Undertake regular projects

1. Smooth transition between grants acquisition and implementation
2. Clarity of activities and quality implementation of project activities
3. Project implementation on time and budget.
4. Customer Satisfaction (Children, communities, Support Offices and donors)
5. Timely identification and management of issues
6. Quality project closure

health check, working collaboratively with project staff, Finance staff, Supply Chain teams, etc. and provide timely feedback to the supervisor and project staff.

2. Keep an undated issue log for each of the assigned projects and share it regularly with the manager and relevant project staff
3. Follow up with the relevant staff and stakeholders to ensure issues raised from the health check/ issues log are timely addressed with quality, and in compliance to donor requirements.
4. Monitor the use of project resources/ inputs to ensure alignment with World Vision, donor and other relevant standards.
5. Timely communicate changes/modifications needed for projects, and

	<p>work with project staff on necessary amendments.</p> <p>1. <i>Work with relevant staff for smooth and quality project close out, including staff transitions, assets disposal, etc. in accordance to donor requirements or World Vision policies.</i></p>	
35%	<p><b>Quality Assurance, Reporting and Information Management</b></p> <p>1. Engage with the projects Monitoring and Evaluation (M&amp;E) staff to ensure timely monitoring of grant and PNS projects according to the project monitoring plan, ensuring the information is updated in the relevant monitoring/tracking systems.</p> <p>2. Provide support in projects reporting through quality review and input, ensuring compliance to donor requirements, to deliver</p>	<ul style="list-style-type: none"> <li>• National Office financial growth</li> <li>• Updated donor mapping for WV</li> <li>• Close collaboration with all key donors with presence/interest in Burundi (including bilateral, multilateral, embassies, etc.)</li> <li>• Regular dialogue with Global Centre (GC) and Support Offices (SO) and donors to build</li> </ul>

high quality timely reports.

3. Follow up with relevant project staff to ensure all reports recommendations are implemented with quality in a timely manner.

4. Provide coordination support to DME staff for planned studies (baseline, midterm and endline surveys), review the terms of reference to ensure integration of international and WV standards, Accountability, Child Protection, and GESI requirements; and review reports to ensure quality.

5. Work closely with project managers/ coordinators and Communications staff to document and share key project successes and lessons learned.

6. Keep an accurate and up-to-date repository/ database and backup of all projects documents for

relationships, trust and strategically position WV Burundi as a priority partner for funding opportunities

- Strong networks with appropriate INGOs and local NGOs in a manner that increases WV's influence and partnerships Initiate match discussions with SOs

- Facilitation of grant agreement negotiations and signing by SLT and local partners

- Coordination and reporting of all National Office Donor Engagements

- Review donor proposals requirements

- Ensure WV Burundi minimum project design standards and documentation standards are met

effective information and knowledge management.

7. Ensure WVI systems (Horizon, PBAS, etc.) are up to date with project information.

8. Develop and submit monthly management reports to the supervisor

9. Participate in the development of Annual reports, Child Wellbeing report, etc. to show project contribution to Child Wellbeing.

- Meet with donors to clarify proposal requirements

- Lead the process of developing all grant proposals/including guidelines for PNS grants and coordinating proposal development processes for large grants

- Review grant funding opportunities and lead go-no-go decision making processes with proposal development team and SLT

- Foster integration of new grant opportunities with sponsorship/GIK funded projects (where possible)

- Ensure all proposals submitted to donors exceed established WVI and donor standards (success will be measured by the % of proposals funded and \$-value of new revenue raised)

		<ul style="list-style-type: none"> <li>• Lead and coordinate cross-functional project teams to develop strong grant project designs</li> <li>• Coordinate Design Workshops</li> <li>• Implement WVB's proposal development business plan</li> <li>• Map-out and ensure SLT and all key WVB staff understand donor requirements and standards for all important grants acquired</li> <li>• Participate in grant startup workshops to ensure a smooth transition from acquisition to implementation.</li> <li>• Build staff capacity in grant acquisition</li> </ul>
15%	<b>External Engagement, Partnership Building and Donor Liaison</b>	<ul style="list-style-type: none"> <li>• Quality donor and</li> </ul>

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| 1. Work with communications, Projects and other relevant staff to develop strategic and high quality materials for donor and stakeholder engagement.   | <ul style="list-style-type: none"> <li>• stakeholder engagement resources/ materials in place</li> <li>• Effective and timely communication across different stakeholders</li> </ul>                                       |
| 2. Effectively communicate development/humanitarian needs identified through assessments, monitoring data and community feedback to in-country donors and Support Offices, under the guidance of the supervisor. | <ul style="list-style-type: none"> <li>• Increased World Vision visibility</li> <li>• Common understanding of context among all stakeholders</li> <li>• High quality organization and execution of donor visits</li> </ul> |
| 3. Ensure that World Vision is represented at coordination and working group meetings.   | <ul style="list-style-type: none"> <li>• Work with communications, DME and other staff to develop quality resources such as bulletin, newsletter and other materials for meaningful donor engagement</li> </ul>            |
| 4. Provide regular updates/ analysis on the progress of field operations and grants to key internal and external stakeholders.   |  |
| 5. Organize and facilitate SO, partner and donor   |  |

	<p>visits (e.g. confirming dates, creating the itinerary, checking availability of sectorial managers, field staff, Finance, DME, ensuring donor and WV branding and visibility, and attending debrief meetings</p> <p><i>6. Engage with relevant staff to ensure actions emerging from external engagements are implemented.</i></p>	
10%	<p><b>Risk Management</b></p> <p>1. Work with project managers/ coordinators to ensure ongoing context monitoring and impact on programme quality; and communicate to the supervisor and relevant staff in a timely manner for timely decision and action.</p> <p>2. Liaise with project staff to ensure each project keeps an updated Enterprise</p>	<ul style="list-style-type: none"> <li>• Adequate projects risk identification, monitoring, management and reporting.</li> <li>• Acceptable audit ratings</li> </ul>

	<p>Wide Risk Assessment Project (MWRAP), in which risks related to project implementation and impact are identified.</p> <p>3. Ensure appropriate action plans are put in place to mitigate risks</p> <p>4. Ensure each project reports the MWRAP including the mitigation actions on a quarterly basis.</p> <p><i>Work with project staff to plan and prepare for projects audits</i></p>	
5%	<p><b>Other</b></p> <p>1. Coordinate and participate in local and international capacity building events as needed.</p> <p>2. Attend and participate in spiritual nurture events and other organizational events.</p> <p>3. Attend to other</p>	<p>Contribution to the wider organization's priorities and commitments.</p>

	<i>organizational duties as required by and agreed with supervisor.</i>	
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## 1. CORE COMPETENCIES FOR STAFF

<b>Be Safe and Resilient</b>
I take care of my personal well-being and support others to do the same.
<b>Build Relationships</b>
I treat others with empathy and respect so that trust grows, and we can speak the truth with love
<b>Learn and Develop</b>
I create opportunities for myself and others to grow, strengthen competence and improve performance.
<b>Partner and Collaborate</b>
I engage and influence networks of people beyond my role to make a bigger difference than we could alone.
<b>Deliver Results</b>
I focus on and help achieve the things that matter most, with clear evidence of my contribution.
<b>Be Accountable</b>
I exercise wise stewardship, showing sound judgment and integrity in the decisions and choices I make.
<b>Improve and Innovate</b>
I seek and discover new and better ways of doing things, solve problems and turn ideas into

action.

## Embrace Change

I approach change and the opportunities it offers with openness and courage, and I encourage others to do the same

### **1. KNOWLEDGE, SKILLS AND ABILITIES**

1. Bachelor's degree in community development, social sciences, health, education, nutrition, agronomic sciences, or related field
2. 3 years in Community Development with an international NGO (or similar organization)

### **1. OTHER COMPETENCIES/ATTRIBUTES:**

1. Strong organizational skills
2. Strong report writing and communications skills
3. Fluency in English and French
4. Proficient Project management Skills
5. Strong interpersonal skills
6. Ability to maintain donor relations through timely and adequate communications.
7. Cross cultural experience, understanding and sensitivity.
8. Excellent verbal and written communication skills

9. Demonstrated leadership, supervisory and project management skills in working collaboratively with other donors, host country institutions, and international organizations in support of a project of similar size and scope
10. Proven ability to develop and communicate a common vision among diverse partners
11. Excellent organizational, analytical, and oral and written communication skills in English.
12. Strong interpersonal skills.
13. Ability to integrate teams of professionals around common goals.
14. Strong presentation skills.
15. Self-driven
16. Ability to work under stress
17. Ability to work with minimum supervision.
18. Passionate about the ministry
19. Compatible with WV mission, ethos and core values.
20. Must be a committed Christian, able to stand above denominational diversities.

### **1. Work Environment:**

1. Regular field trips
2. Work in an open space at the office

## 1. How to apply:

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **October 12, 2021**. No late applications will be accepted.

### Important Note:

- World Vision Burundi does neither use employment agencies nor does it charge money for recruitment, interviews or medical checks.
- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.

