

PNS Acquisition and Management Lead

Location: [Asia & Pacific] [Mongolia]

Town/City: Ulaanbaatar

Category: Project Management

VACANCY ANNOUNCEMENT

Job title: **PNS Acquisition and Management Lead**

Location: Ulaanbaatar, Mongolia

Full/Part time: Full-Time

Fixed term/Temporary: Fixed term

Deadline for application: February 3, 2022

PURPOSE OF POSITION

The PNS Lead is responsible to managing and ensuring the smooth implementation of different types of PNS projects in alignment with WVI Support and donor guidelines and standards by collaborating with internal and external key stakeholders. The PNS Lead will manage overall PNS projects efforts, document payments and expenditures, optimize the project administration process, oversee fund-raising, and prepare project progress reports. Ensure compliance with PNS regulations, reviewed project proposals,

managed PNS project related databases, engaged with SOs, educate staff on policies.

The position ensures funding objective of PNS portfolio through collaborations with cross-functional teams and positioning the team for coalitions and consortia engagement and to identify, pursue and negotiate financial, non -financial risks sharing with partners to expand the impact and reach.

MAJOR RESPONSIBILITIES

RESOURCE ACQUISITION AND DEVELOPMENT OF STRATEGIC PARTNERS

- Ensure the quality development of PNS proposal with technical, operational, financial, and other requirements are captured
- Ensure that funding opportunities are identified and proposals submitted promptly on time
- Track proposal reviews and approvals with support offices.
- Provide framework for interagency engagement and development of consortia proposals.
- Liaise with technical teams to leverage their support in the proposal development process. Support technical staff to engage with technical (donor) networks.
- Review and research possible proposals and recommend whether PQ Lead for further improvement

- Communicate with SOs to clarify proposal requirements.
- Conduct capacity building to WVIM teams/APs so that they have a clear understanding on PNS projects nature and proposal

QUALITY PROGRAM IMPLEMENTATION

- Lead an internal cross functional working group meeting at minimum by monthly, to ensure the highest level of accountability and impact of the projects
- Manage resources to deliver compelling communications for funders that convey World Vision's mission and programs on time and with excellence
- Ensure PNS project teams to follow the different SOs' guidelines, standards and action plan during the implementation
- Communicate and collaborate with key internal and external stakeholders to ensure successful implementation of PNS projects
- Monitor implementation team to ensure they implement and administer PNS projects according to SOs' agreement and regulations.
- Monitor technical implementation of PNS projects to ensure timely progress and according to submitted technical reports, proposed strategy and work plans.
- Escalate PNS project technical, staffing, financial issues to the PQ Lead as soon as become apparent.

LEADERSHIP AND PEOPLE MANAGEMENT

- Provide clear and specific guidance, direction and technical support to the project staffs to deliver quality implementation
- Build capacity of the staff to improve their efficiency and output
- Conduct regular team meeting and devotion
- Conducts frequent conversations with an emphasis on -the- job coaching, constant constructive feedback to support their performance and development, and ensure WV's performance management processes are followed.
- Ensures staff well-being, life and work balance and security are supported and promoted.

COMMUNICATION, VISIBILITY AND REPORTING

- Participate and be a leading voice in the startup workshop with the PRQ, GAM, Finance, P&C, SCM departments and others as needed
- Write narrative progress reports for strategic, significant and mid-major donors in coordination with other team members
- Assemble budget and expenditure information from PNS projects and finance team members and report information to relevant SOs as required in agreements
- Assemble stories from the field in partnership with technical program managers

and the Marketing and Communications team leads

- Work closely with Marketing and Communications team to develop visibility plan in alignment with SO/Donor requirements

FINANCIAL MANAGEMENT

- Ensure projects' expenditures are according to LOA
- Monitor the monthly spending to take timely actions and rectifications if necessary
- Ensure all the expenses are within the approved budget line
- Ensure donor organizations requirements all financial records and documents
- Ensure acceptable audit rating on project implementation

KNOWLEDGE MANAGEMENT AND COORDINATION

- Active engagement on PNS acquisition and share knowledge and learned lessons from the particular PNS projects within the organization
- Develop and mainstream PNS projects' continuity plan with internal and external stakeholders
- Develop and contribute on information sharing for disseminating the impacts of the projects

GENERAL

- Contribute to the common goal and aspirations of the WVI Mongolia, be active member of the team
- Participate and support the organizational & team meetings
- Ensures staff and partners understand WV safeguarding & anti-corruption policies
- Ensures project supports awareness raising for prevention and reporting of child protection incidents occurs across the project area
- Perform any other tasks assigned by supervisor

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum education, training, and experience requirements to qualify for the position

- A Bachelor degree in the field of Public relations and Social Sciences or in Business Administration
- A Master's degree in the field of Public relations and Social Sciences or in Business Administration is preferable
- English advanced level (IELTS score would be a benefit)
- 3-5 years of research and project management experience within World Vision

or comparable development organization

- Extensive knowledge of proposal writing, acquisition and project management
- Strong communication skills for maintaining relationship and networking with SOs and stakeholders that lead to successful proposals and resources for short as well as long term
- Analytical thinking with digesting information and understanding grant call details and logics, success driving factors relevant to WV expertise
- Delivering results with high quality within given resources of human, timing, financial and others through capacity building, sharing and being role model.
- Exemplary writing, editing and communication skills in English and Mongolian
- Creativeness and entrepreneurial skills to tap resources required to proposal development and engaging partners
- Multi-tasking and ability to manage multiple demands and priorities
- Ability to manage shifting priorities and negotiate timelines
- Has ability to lead a multi-cultural team with an empowering and outcome-oriented approach
- The position requires ability and willingness to travel domestically up to 45% of the time to target areas

- Active and healthy life style person who can keep life balance properly

Please send the below documents to recruitment_mongolia@wvi.org

- CV
- Cover Letter
- Application Form
- Copy of Diploma(s)
- Copy of ID card

Address: 4th floor, Somang Plaza Building, 13 khoroolol, 15th khoroo, Bayanzurkh District.

Phone: 70155323 – 124, 125 and 128

Note: Only short-listed candidates will be contacted for further process.