

<b>TITLE:</b> Proposal and Report Specialist	
<b>TEAM/PROGRAMME:</b> Award Management	<b>LOCATION:</b> Hanoi
<b>GRADE:</b> 4	<b>CONTRACT LENGTH:</b> 2 years
<p><b>CHILD SAFEGUARDING:</b> Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b> The post holder will be responsible for writing and editing concept notes and proposals submitted to members and/or donors, including both institutional and corporates. The post holder will act as the CO focal person for proposal development, meaning she/he will coordinate the proposal design process, ensuring that the timeline includes proper time for design led by thematic experts and Director of Program Development, Quality and Advocacy (PDQA), as well as with other departments for inputs into components of the proposal development process, write/edit and submit to Director of Program Development, Quality and Advocacy (PDQA) and Award Manager.</p> <p>The post holder will support Award Manager and PDQA Director in reviewing and editing narrative reports, as well as other SCI reports such as the CO annual reports. Furthermore, the post holder will contribute to the capacity building for programs staff by supporting the planned and ongoing report writing and proposal development training.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> Award Manager <b>Budget responsibility:</b> N/A <b>Role Dimensions:</b> This role will work closely with Program Development Quality and Advocacy (PDQA) and Program Implementation/Program Operations on concept notes, proposals, and narrative reporting. This position is expected to make regular communications with Members, and Donors (if required).</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY :</b></p> <p><b>Development of concept notes and proposals:</b></p> <ul style="list-style-type: none"> <li>• Act as the focal point within the CO for scheduling and coordinating the proposal development processes, working with each contributor (technical design, MEAL, budget, support services, etc.) to ensure proposals are completed holistically, in line with donors’ expectations and guidance, and with efficient use of staff time.</li> <li>• Draft key sections of the proposals that are standard inputs – such as capability statements, country context, and programme experience.</li> <li>• Consolidate inputs from technical advisors and program staff, edit and finalize quality concept notes and proposals in high quality English.</li> <li>• Support the budget holders, Finance team, PDQA and TE, Operations, Supply Chain, and other necessary stakeholders to develop proposal budget.</li> <li>• In close collaboration with Technical Advisors and PDQA team, support the development of concept notes and capacity statements for future programming.</li> </ul>	

- Lead on the implementation of the proposal development plan, Joint Opportunity Risk Tool (JORT) and other SCI key documents and processes related to the design of proposals and concept notes.
- Support the Award Manager to liaise with SC members to ensure the appropriateness and quality of the proposals being submitted to donors.
- Lead the revision of proposals and concept notes to incorporate feedback from colleagues and donors.
- Support proposal writing capacity building efforts to CO staff and partners through on the job training.

**Donor reports:**

- Edit and proofread key donor reports, ensuring accuracy, high quality of English and compliance with donor guidance on reporting.
- Facilitate discussions to gather and respond effectively to donors questions. Develop and lead training on quality report development for program teams and partners.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

**QUALIFICATIONS**

- Bachelor degree in development & humanitarian, human rights, English, journalism or other related field

**EXPERIENCE AND SKILLS**

**Essential**

- Excellent writing skills, in particular previous track record drafting concept notes and proposals (at least 3 years of experience)
- Experience with a recognized national or international non-government organization.
- Native English speaker or equivalent
- Strong communication and interpersonal skills

- Must be detail-oriented with excellent organizational skills
- Knowledge management: experience in capturing and analysing a wide variety of information and presenting this information in an attractive and clear manner.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Social/team competency: Ability to work smoothly and effectively with others in the team to establish constructive ideas or solutions that meet organizational objectives; comfortable in multicultural settings.
- Impact and results orientation: Proactive approach for smooth organization of internal processes; work independently with strong sense of initiative, discipline, and self-motivation.

**Desireable**

- Having background in at least one of the thematic areas that Save the Children is operating (i.e. Health & Nutrition, Education, Child Protection, Child Poverty, Child Rights Governance, Disaster Risk Reduction and Emergency Response)
- Familiarity with the Vietnamese context and sensitivity to the needs and challenges of vulnerable populations.
- Innovation: Ability to easily adapt to changing technologies and constantly explore and learn new technologies, techniques, and protocols.
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**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**JD written by: Ta Huong Thu**

**Date: 02 August 2021**

**JD agreed by: Dragana Strinic**

**Date:**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**