

VACANCY ANNOUNCEMENT

Humanitarian Aid Grants Manager (m/f)

World Vision's team in Brussels is seeking a Humanitarian Aid Grants Manager to develop our growing humanitarian partnership with the European Commission. This is an exciting opportunity to build World Vision's relations and funding portfolio with ECHO, working closely with World Vision partner offices in Europe and worldwide to develop strategic partnerships and high quality grant applications with regular international travel. World Vision welcomes applications from humanitarian professionals with a track record in acquiring grants, including experience with ECHO.

Job Purpose

To coordinate World Vision's EU humanitarian grant portfolio, supporting World Vision offices in their repositioning and grant acquisition with ECHO and other EU donors in order to sustainably grow EU revenue through European World Vision offices and their partners.

Job Context

World Vision Brussels and EU Representation (WV EUREP) is an international non-profit association constituted and registered in Belgium. Its membership includes World Vision organisations in EU member states and World Vision International.

WV EUREP is one of the key 'Global Capitals' offices of World Vision international, established in places where issues are discussed and decisions are taken that are of global significance and importance to all of World Vision's work across the globe.

WV EUREP supports the work of the international partnership of World Vision. Specifically, it enables member organisations and the partnership as a whole to work more effectively with the EU institutions in terms of resource development and in terms of influencing policies that reduce poverty and promote justice in the developing world.

As one of its core activities, WV EUREP assists World Vision organisations in the broadest sense in their efforts to successfully apply for grants from the European Union and to successfully implement the programs for which these grants are awarded. WV EUREP initiates policy dialogue, and policy lobbying with EU institutions on behalf of and in consultation with members on issues relevant to WV's operations and facilitates contacts between World Vision entities and the EU institutions. In this context, WV EUREP also coordinates the work the European Programmes Reference Group (EPRG), bringing together programme and grant managers of member organisations. This group specifically deals with programmes, partnership and grants with the EU.

The office is playing a global role for World Vision, with a particular focus on innovative funding opportunities, information sharing and research, and responses to crises.

Supervision and coordination/consultation:

The Humanitarian Aid Grants Manager reports directly to and is supervised by the Director for Programming & Resource Acquisition, but is expected to work with a high degree of autonomy and initiative. S/he cooperates with the Resource Development Manager and the Resource Development Officers.

Principle areas of responsibility/activities:

1. Programming and funding.
2. Effective communications and information exchange on grants related issues.

Specific responsibilities, tasks and activities:

I. Programming and funding

- a) Search and analyse ECHO and other European funding opportunities for World Vision in the field, including frequent travel to WV field offices and EU offices in the field;
- b) Develop ECHO, LRRD and EU Development proposals, with particular emphasis on:
 - Developing a 'pipeline of proposals' for submission to ECHO and other General Directorates of the European Commission;
 - Identifying the needs for technical assistance to enable production of high quality applications;
 - Providing capacity-building, support and advice during the process of proposal development and writing applications;
 - Ensuring inclusion of appropriate internal and external stakeholders in the application development process and input from potential partners;
 - Provide training, support and guidance on ECHO, LRRD and EU development funding opportunities, submissions in APPEL, PADOR registration, and grant compliance.
- c) Liaise with ECHO headquarters in Brussels, ECHO field staff and EU Delegations to prepare high quality applications to the European Commission and, if necessary, lead the process of World Vision field offices gathering intelligence on funding opportunities in the field;
- d) Liaise with World Vision's Grants Acquisition and Management (GAM) staff at global level, in particular Global HEA staff as well as with Regional and National World Vision Offices, Technical Experts and Sector Specialists; provide training, support and guidance to GAM staff on EU funding opportunities, grant applications and grant compliance;
- e) Keep track and monitor changes in current EU and EC policies and regulatory documents and information sources regarding programming and EU funding, particularly for Humanitarian, LRRD and Development Aid; liaise with humanitarian policy and advocacy teams in Brussels and in the WV partnership
- f) Any other activities contributing to the achievement of WV EUREP's strategic objectives for EU funding.

2. Effective communications and information exchange on grants related issues

- a) Support and, if necessary, lead World Vision National, WV Regional Offices, WV Global HEA team and WV Support Offices in communication process with the European Commission and other international donors;
- b) Disseminate EU funding related information such as Calls for Proposals, EU thematic and geographical programming documents, HIPs etc. to World Vision Support Offices, Regional Offices, National Offices and other relevant World Vision constituencies;
- c) Give individual advice to GAM units in Regional Offices and National Offices of World Vision as well as Support Offices on EC funding opportunities and requirements;
- d) Prepare and follow up of meetings of EUREP members such as the European Programme Reference Group and EUREP board meetings.
- e) Attend relevant civil society working groups and meetings taking place in Brussels or beyond that are related to funding of Humanitarian and Development Aid like VOICE and CONCORD.

f) Hold trainings for WV staff and contribute to other WV EUREP capacity-building activities on EU grant acquisition and management;

Essential knowledge, experience and attributes:

- An essential requirement is a minimum of **3 years field experience** of working within humanitarian aid and **international development cooperation, preferably in a fragile state context.**
- Demonstrated strong ability with regard to humanitarian and LRRD **proposal writing and project grants management**, including project design, log frame, budget preparation, monitoring and evaluation, reporting, audits etc.
- **Master's degree or equivalent** experience in economics, politics, international relations or a field relevant to World Vision's mission.
- Excellent written and spoken command of English is essential; a good command of French would be highly desirable. Knowledge of additional European languages will be an asset.
- To be a **either** a citizen of an EU member state **or** already possess a valid residence and work permit for Belgium (unfortunately WV EUREP is unable to assist candidates in obtaining the required residence and work permits).

Additional Information

The Resource Development Officer will represent World Vision at all times with integrity, acting according to World Vision's core values to all audiences. He/she will work at all times in accordance with global World Vision partnership, policy and advocacy protocols, with the World Vision child protection policy, and with other standard policies, and act within defined parameters of projects.

He or she may be occasionally asked to carry out other duties that may be required, related to the job but not specified in this job description.

Personal objectives will be set after discussion on a six-monthly basis.

Any amendments to this Job Description will be made after discussion and put in writing.

How to apply

Interviews with short-listed candidates will be scheduled in the first half of June 2017. Only short-listed candidates will be contacted.

Interested candidates are requested to send their CV and cover letter by e-mail not later than **4th June 2017**, to the e-mail address: eulo-info@wvi.org