

Preliminary Job Information	
<b>Job Title</b>	<b>GRANTS AND KNOWLEDGE MANAGER</b>
<b>Country &amp; Base of posting</b>	<b>DAMASCUS, SYRIA</b>
<b>Reports to</b>	<b>DEPUTY HEAD OF MISSION FOR PROGRAMS</b>
<b>Creation/Replacement</b>	Replacement
<b>Duration of Mission</b>	6 months

General Information on the Mission	
<b>Context</b>	
<p><b>Première Urgence Internationale</b> is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 200 projects per year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 6 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France. The worsening of the situation in Syria over the past 8 years has led to massive population displacement inside and outside Syria.</p> <p>The worsening of the situation in Syria over the past 8 years has led to massive population displacement inside and outside Syria.</p> <p>Continued humanitarian assistance is required in terms of health, food, NFIs, shelter, WaSH, education and livelihoods in order to improve the living conditions of the estimated 13.5 million people in need in Syria (OCHA, 2017). The Syrian Arab Red Crescent (SARC), RC/RC movement, UN Agencies, national NGOs and INGOs are providing relief to the crisis-affected Syrian population all over the 14 Governorates.</p>	
<b>PUI's strategy/position in the country</b>	
<p>The current operational strategy for Première Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.</p>	
<b>History of the mission and current programs</b>	
<p>Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia, Dera'a &amp; Deir Ez Zour) and through the following interventions:</p> <ul style="list-style-type: none"> <li>• Rehabilitation of collective and private shelters,</li> <li>• Rehabilitation of infrastructure</li> <li>• Emergency and Early Recovery WASH interventions</li> <li>• Education support for conflict-affected populations (remedial classes, school rehabilitations, free exam preparations, summer class activities, community based initiatives and psychosocial support),</li> <li>• Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit (PTK), Small Business grants)</li> </ul>	
<b>Configuration of the Mission</b>	
<b>BUDGET FORECAST 2019</b>	<b>15.000.000 EUROS</b>
<b>BASES</b>	<b>DAMASCUS, SYRIA</b>
<b>NUMBER OF EXPATRIATES</b>	3
<b>NUMBER OF NATIONAL STAFF</b>	130
<b>NUMBER OF CURRENT PROJECTS</b>	8
<b>MAIN PARTNERS</b>	OFDA, UNHCR, UNICEF, OCHA, UNHABITAT, ECHO,
<b>ACTIVITY SECTORS</b>	Shelter, WASH, Education, Livelihoods
<b>EXPATRIATE TEAM ON-SITE</b>	<b>Damascus, Syria:</b> 1 Head of Mission 1 Deputy Head of Mission for Program 1 Deputy Head of Mission for Accountability 1 Grants and Knowledge Manager

Job Description	
<b>Overall objective</b>	
<p>The Grant and Knowledge Manager will work under the supervision of the Deputy head of mission for Programs and in coordination with the Information and data officers regarding grant management, reporting. The position will also be focused on data analysis in order to inform evidence based programming demonstrated in concept notes and proposals.</p>	
<b>Tasks and responsibilities</b>	
<p>Under the direct supervision of the Deputy head of mission for Programs, and supervising the Grant Officer, the Grant and knowledge Manager will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Grant management, including concept note and full proposal development</li> <li>2. Reporting for all internal and external purposes</li> <li>3. Data management and analysis to inform evidence based programming, including capitalization of good practices.</li> </ol>	
<b>Specific objectives and linked activities</b>	
<p><b>1. Responsible for reporting concept note and proposal writing processes for all internal and external purposes,</b></p> <ol style="list-style-type: none"> <li>1.1. In coordination with other teams (HQ, Finance, Program Implementation teams, Field Coordinators) to ensure that grant concept notes, proposals and reports are timely, high-quality, and responsive to donors' requirements.</li> <li>1.2. Develop and use program reporting templates that facilitate the acquisition and aggregation of information in programs and assist the program implementation team in timely and accurate reporting to donors.</li> <li>1.3. Support the mission in the information compilation and capitalisation regarding the humanitarian context and reflect it in internal and external reporting.</li> <li>1.4. Keep senior management informed of any projected inability to meet contractual obligations, report submission, and significant budget variances. Also, be able to proactively mitigate risks through proposing remedial solutions, such as informing donors or raising timely modification requests or no cost extensions.</li> </ol>	
<p><b>2. Communication Strategy: to contribute to the promotion of PUI programs among Syrian crisis-affected communities and advocating about the humanitarian consequences of the Syrian crisis (in close coordination with HoM).</b></p> <p>2.1 In accordance with the institutional PUI communication policy, and in link with the Communication department in HQ:</p> <ul style="list-style-type: none"> <li>• Ensure that the information is available to share communication material about PUI programs/activities in Syria.</li> <li>• Supervise the set up and maintenance of a database of professional photos and videos related to PUI activities and/or beneficiaries.</li> <li>• Prepare success stories for publications on social media</li> </ul>	
<p><b>3. Facilitate the analysis of data in liaison with relevant program staff in order to inform evidence based concept notes and proposals</b></p> <ol style="list-style-type: none"> <li>3.1 Work alongside program teams to obtain data and analyse</li> <li>3.2 Use data to contribute to programming decisions that are then reflected in concept notes and proposals</li> </ol>	
<b>Focus on the immediate priorities</b>	
<ol style="list-style-type: none"> <li>1. Maintain current grants and relevant reporting structures in place</li> <li>2. Development of future concept notes and proposals with existing and new donors</li> <li>3. Integration of key data analysis to inform new grant development</li> <li>4. Transform current practices, inclusive of data management</li> </ol>	
<b>Team management</b>	
<ul style="list-style-type: none"> <li>➤ The Grant and knowledge Officer reports directly to the Deputy Head of Mission for programs.</li> <li>➤ S/he works in close collaboration with (not exhaustive): Desk Program Officer (HQ/Paris), the head of mission, the Administration/Finance &amp; HR Coordinator and the Logistics Coordinator, IM&amp;DE Officer.</li> </ul>	

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ BA/S or equivalent in social science, program management, international development or other humanities based degree.</li> </ul>	<ul style="list-style-type: none"> <li>- HEAT or similar</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	<ul style="list-style-type: none"> <li>▶ At least 2 years of experience in projects development/implementation, grants writing (concept note and proposal), and the analysis and inclusion of data and M&amp;E for these.</li> </ul>	<ul style="list-style-type: none"> <li>- Management of staff in an emergency context</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Experience with US, EU and UN donors for reporting and proposal requirements</li> <li>▶ Previous experience of concept note and proposal development, notably by collecting and compiling necessary inputs (inclusive of data) from program staff and partners</li> <li>▶ Experience with qualitative and quantitative data collection and analysis methodologies</li> <li>▶ Ensure compliance with donor guidelines in all donor reporting</li> <li>▶ Ability to produce written communication pieces of success stories and best practice</li> </ul>	<ul style="list-style-type: none"> <li>▶ Ability to facilitate positive relationships with Syrian donors.</li> <li>▶ Knowledge of the Syrian crisis and background/context in order to work with program teams to contribute to future programming development</li> </ul>
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ English</li> <li>▶ Arabic</li> <li>▶ French</li> </ul>	<ul style="list-style-type: none"> <li>▶ Excellent command in writing and editing documents in English</li> <li>▶ Excellent command in writing and editing documents in Arabic</li> <li>▶ Good command of spoken and written French</li> </ul>	
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Strong computer skills essential</li> <li>▶ Strong capability in microsoft office, word and excel in particular</li> <li>▶ Knowledge of donor reporting systems and databases (GMS; ART; ActivityInfo or similar etc)</li> </ul>	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> <li>▶ Proven capacity for analyzing and synthesizing comprehensive information and technical data;</li> <li>▶ Ability to write and edit reports under deadline pressure;</li> <li>▶ Proficiency with Database and in pack office</li> <li>▶ Good communications skills;</li> <li>▶ Ability to manage conflicting priorities in personal workload;</li> <li>▶ Proven management ability and inter-personal skills – team player;</li> <li>▶ Problem solving and leadership skills;</li> <li>▶ Ability to interact effectively with international and national staff, at HQ, coordination and field level;</li> <li>▶ Ability to support programmatic objectives with timely and meaningful information;</li> <li>▶ Proven ability to multi-task, meet deadlines and process information in support of changing program activities;</li> <li>▶ Understanding of m&amp;E and data management (information management)</li> <li>▶ Willingness and ability to ensure compliance with PUI's and donor policies and procedures.</li> </ul>		
Other		
<ul style="list-style-type: none"> <li>▶ Ability to deal with difficult work situations;</li> <li>▶ Field visits to implemented activities to inform reporting</li> </ul>		

### Proposed terms

#### Status

- **EMPLOYED** with a Fixed-Term Contract

#### Compensation

- **MONTHLY GROSS INCOME**: from 1 815 up to 2145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

#### Benefits

- **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines...
- **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- **HOUSING** in individual or collective accommodation (to be determined)
- **DAILY LIVING EXPENSES** « Per diem »
- **BREAK POLICY** : 5 working days at 2, 4 , 8 and 10 months + break allowance
- **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months