



## **JOB ADVERTISEMENT (VACANCY ANNOUNCEMENT NO. VA- 04/2015)**

The Nordic International Support Foundation (NIS) is a Norwegian-registered non-profit organization engaged in stabilization and reconciliation initiatives in conflict and post-conflict areas. Our primary areas of intervention are institutional development, public service delivery, and conflict resolution. Headquartered in Oslo, Norway, NIS recently finalized a project in Sri Lanka and currently implements projects in Somalia, Myanmar, and the Sahel.

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<b>Post Title:</b>	Grant Coordinator (Re-advert)
<b>Reports to:</b>	Program and Technical Director
<b>Duty station:</b>	NIS Mogadishu with Extensive travels to all Regions
<b>Project number:</b>	2521505 – UK funded + 2521502 MFA
<b>Duration:</b>	1 Year with a possible extension
<b>Issue date:</b>	30/09/2015
<b>Closing date:</b>	07/10/2015

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### **Job Summary:**

The Nordic International Support Foundation (NIS) is a Norwegian-registered non-profit organization engaged in stabilisation and reconciliation initiatives in conflict and post-conflict areas. Our primary areas of intervention are institutional development, public service delivery, and conflict resolution. Headquartered in Oslo, Norway, NIS recently finalized a project in Sri Lanka and currently implements projects in Somalia, Myanmar, and the Sahel.

### **ROLE, TASKS AND RESPONSIBILITIES**

#### **JOB PURPOSE**

The main purpose of the Grants Coordinator for the Somalia Country Program is to oversee project and donor proposals and ensure efficient grants administration for the country programme.

#### **REPORTING TO**

The position holder reports to the Program and Technical Director of Somalia. The person will work closely with the Programme and Technical Director and project staff across all the different departments.

#### **TASKS AND RESPONSIBILITIES**

- Coordinate project proposals and reports for the Somalia Program and be responsible for the quality and timely submission of required reports to NIS HQ and donor agencies/ partners
- Be responsible for timely communication with the head of offices and programme Staff in the field offices on deadlines for reports and donor proposals
- Working in consultation with the Programme and Technical Director and country team, develop concept notes for donors

- In cooperation with the Country Finance Manager/Coordinator be responsible for timely budgetary revisions at project level
- Keep the country Management and relevant members of the programmes informed about all programmatic issues of relevance to the management and coordination of the country programme
- Undertake field visits to support and train staff on issues such as grants management, project cycle management, proposal and report writing
- Prepare country fact sheets and other relevant information pieces for the country programme
- Ensure monthly and quarterly narrative reporting for the country programme
- Assist with any other duties assigned by the PTD, as and when required.

### **ACHIEVEMENT INDICATORS**

*Job execution is evaluated based on the following criteria:*

- Level of results achieved, according to Country Strategies, Plan of Actions, Project Descriptions, Budgets
- Level of adherence to deadlines, and ensuring that proposals, concept notes and reports are submitted according to established routines, and with high quality
- Level of support to the Head of Offices and Programme Staff in Somalia
- Information management and sharing- efficient, timely and updated
- General contribution: policy development, protection analysis, programmes development etc.
- Flexibility and ability to adjust to changes and new requirements
- Level of personal contribution in supporting colleagues, teambuilding and a healthy, positive and creative work environment

### **Qualifications**

- Solid programme management experience
- Experience from international work, preferably with refugee/ IDP-related emergencies, development projects and with legal aid, protection, education, shelter and/or camp management projects
- Relevant university degree or higher education, preferably in international relations and/or development, social sciences or management.
- Demonstrated leadership and coordination skills
- Documented skills in formulation of programme/project proposals, budgets and report
- Fundraising abilities and understanding of various donors requirements
- Ability to use Logical Framework Approach as a tool in project/programme design and follow-up
- Significant understanding of complex emergencies and crisis contexts
- Significant political and cultural awareness and experience of working in setting where insecurity is a major issue
- Awareness of gender issues
- Proven communication, interpersonal and negotiation skills
- Fluency in the English, both oral and written
- Above average computer literacy

- Holder of a valid international driver's licence

**Education field**

- Social studies

**Education level**

- College / University, Bachelor's degree

**Personal qualities**

- Goal oriented and visionary
- Ability to handle a large workload, work under pressure, independently and with limited supervision
- Ability and willingness to work and live under difficult circumstances
- Ability and willingness to be mobile
- Flexible and creative
- Knowledge of the operational contexts in Somalia and other countries in the Horn of Africa.

**We offer**

- Commencement: As soon as possible
- Duty Station: Mogadishu (With frequent travel to the field)
- Duration of Contract: 1 year contract with possible extension
- Salary/Benefits: According to NIS's general directions. The candidate will observe NIS's code for conduct and working hours for the NIS office in Mogadishu.

**Other duties**

- Any other duties assigned by PTD or CR.

**Application process**

Interested and qualified candidates are requested to submit online applications only according to the following procedure:

- Send an application letter and an updated CV, which should include contact information for three work-related references.
- Applications that do not meet the above requirements will be disregarded.
- Hand delivered applications will no longer be accepted.
- Only shortlisted candidates will be contacted.
- Send your application on [recruitment.somalia@nis-foundation.org](mailto:recruitment.somalia@nis-foundation.org)