

Consultancy to Support Grant Management of a Multi-year Global Health Grant | International Fed[...]

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Company: International Federation of Red Cross and Red Crescent Societies - IFRC

Location: Dubai

Category: other-general

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The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian network.

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with a network of 191-member National Societies. The overall aim of the IFRC is “to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world.” The IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

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Job Duties And Responsibilities

Support to global grant management

Support the Grant Manager in effective grant management, including facilitating weekly donor calls and addressing requests for information. Contribute to the continuation of a strong working relationship between the IFRC and its donor.

Finalize monthly and quarterly narrative reports in support of a multi-country grant as per

the schedule and content agreed with each country level or health theme project manager. This will require contact with individual project file holders responsible for the project's delivery across numerous IFRC offices at the country, regional and global level, and ensuring appropriate technical quality assurance (content, data, gaps) to ensure high-level reporting to address donor needs.

Work with IFRC file holders, partnerships and finance colleagues to finalise donor financial reports in line with the agreed financial reporting schedule for the donors, and support closure of financial commitments once projects have ended.

Ensuring compliance with obligations and required tracking, such as vehicle purchases and waiver documents, tax notifications, environmental impact assessments and risk management.

Facilitating connections between the donor and relevant IFRC file-holders, initiating these where necessary and supporting processes to completion, including exploring potential opportunities, negotiations and high-level meetings.

Support country-based project managers and technical profiles on issues related to project management, and advise on relevant donor funding rules, regulations and standards as required.

Ensuring a high degree of accuracy, professionalism and attention to detail in finalising official documents submitted to the donor.

Proposal development

Working with IFRC thematic colleagues to identify funding gaps and initiatives of potential interest to the donor.

Develop project proposals in line with partner's proposal requirements / template, working with IFRC thematic file-holders.

Develop operational reports / Case studies

Develop project specific reports (end of project report, lessons learned reports) and case studies to highlight National Red Cross and Red Crescent Societies work as well as the needs of the most vulnerable, working with key thematic file-holders.

Alignment to the IFRC's Strategy 2030

The consultancy aligns to the Federation's Strategy 2030 as it supports the achievement of Global Aims:

Global Aim 1: People anticipate, respond to and quickly recover from crisis.

Global Aim 2: People lead safe, health and dignified lives and have opportunities to thrive.

Management of consultancy

The consultant will be managed by the Manager, Health Systems Strengthening with technical support from various thematic file holders within the IFRC Health and Care Department.

Time allocation and location

Number of billable days will vary by month but the consultant should plan for 12 billable days per month over the next 12 months.

All work can be done from the consultant's home location.

No travel is planned with this consultancy but may take place and will be decided upon once the consultancy is in place.

Knowledge, Skills and Languages

Required

Fluently spoken and written English.

Preferred

Good command of another IFRC official language (French, Spanish or Arabic).

Competencies, Values and Comments

Values: Respect for diversity; Integrity; Professionalism; Accountability.

Core competencies: Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust.

Application Instructions

Please submit your application in English only.

Please include in your motivation letter your availability and your current Daily Fee Rate in CHF.

Don't miss out on this exciting opportunity – apply now at dubaiofferz.com

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