



Save the Children is an independent global organization working on behalf of children. WE ARE the world's leading independent organization for children. We work in over 120 countries working towards defending the rights of children, and helping them develop their full potential.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Job Reference: Gran Writer

Report	Programs Coordinator	Location	Nouakchott, Mauritanie	
Contract	Fixed term contract from January 2020 till 30 June 2021. Full time.		Incorporation	January 2020

Objectives	<p>The role holder is envisioned to support the Programmes Coordinator in the development of proposals, concept notes and support to the Mauritania Mission in the reporting of on going projects.</p> <p>The post holder will be expected to organise the technical and operational teams to ensure that proposals are developed in coordination. Along with developing high quality proposals, the post-holder is also expected to work closely with program supervisors to document project achievements for donor reports.</p>
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Responsibilities	<ul style="list-style-type: none"> Develop concept notes and funding proposals (include log frames and budgets), ensuring coordination and information sharing between technical and operation teams (finance, logistics etc). In conjunction with the Programme Coordinator and the Desk Manager, he/she tracks funding opportunities, including calls for funding progress of proposals, submission deadlines, financing available. Ensure all appropriate donor and Save the Children proposal formats are available in country. Prepare timely programme and donor reports on project activities in compliance with internal SC requirements and any relevant external donor requirements. Work closely with the Monitoring & Evaluation team to ensure sector technical leads have the required tools to put in place sectoral M & E plans Ensure all proposal and concept note submissions to donors are reviewed and approved by the Programme Coordinator or delegates as appropriate Act as focal point for all queries and additional information requests from donors or colleagues. Document program successes to share with Save the Children members and donors Any other tasks assigned by the Line manager General: Comply with and promote Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
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Qualification	<ul style="list-style-type: none"> MSc/Bachelors degree in Social Science/ Development/ Economics. Fluent written and spoken English and French (Spanish will be valued positively)
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Experience	<ul style="list-style-type: none"> Previous experience, at least 2 years of project management and project cycle management, including project design, implementation and evaluation. Excellent skills in proposals budgeting. Ability to analyse financial reports. Experience of leading the preparation successful funding (narrative and budget) proposals and reports for donors, including ECHO, DEVCO, USAID, Spanish Cooperation and Save the Children members. Good understanding of donor compliance and SC reporting mechanisms and requirements Proven capacity to deliver training and coach staff Experience of and commitment to working through systems of community participation and accountability
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Skills	<ul style="list-style-type: none"> Excellent interpersonal, communication skills, demonstrated ability to establish effective and working relationships with a variety of actors. Able to work under pressure and adapt to evolving and complex humanitarian context and within multidisciplinary and different cultural background teams; Proven ability to handle large and varied workloads, and deal constructively with stress.
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Others

- Commitment and compliance with the Values, Vision and Mission; Code of Conduct and Security Protocol of Save the Children.
- A good understanding of the Save the Children mandate and child focus and an ability to ensure this continues to underpin our support.
- Indispensable Negative certificate of sexual offenses.
- Indispensable work authorization in Spain.

Debido a la urgencia de algunas vacantes, el proceso de recepción de candidaturas puede cerrarse antes de la fecha comunicada. Sólo se admitirán y se dará respuesta a las candidaturas que cumplan los requisitos de la oferta, el resto de candidaturas serán descartadas.

Según lo previsto en la L.O. 15/1999, de Protección de Datos de Carácter Personal, informamos que los datos proporcionados para los procesos de selección en curso podrán ser incluidos en un fichero de datos cuyo responsable es la Fundación Save the Children, con domicilio social en Doctor Esquerdo, 138, 28007 de Madrid, para la finalidad de selección de personal por un plazo de hasta 2 años. Cualquier otro dato no asociado a un proceso de selección en curso será eliminado. La Fundación Save the Children garantiza la adopción de las medidas oportunas para asegurar el tratamiento confidencial de dichos datos. Se podrán ejercitar los derechos de acceso, rectificación, cancelación y oposición por comunicación escrita dirigida a Gestión de Personas y Desarrollo Organizativo en la dirección mencionada anteriormente con el asunto: Eliminación de datos personales del Fichero de Selección. L.O.P.D.

In accordance with the Spanish DATA Protection LAW, we inform you that data provided from the candidates for the ongoing selection process may be included in a data file under the responsibility of Save the Children Foundation, headquarters Doctor Esquerdo, 138, 2nd floor, 28007, Madrid (Spain), for the purpose of recruitment for a period of up to 2 years. Any other information not associated with an ongoing selection process will be eliminated. Save the Children Foundation guarantees the adoption of appropriate measures to ensure the confidentiality of such the information. You have the right to access, correct, delete or contest this data by written request to the Human Resources Department at the previously mentioned address with the subject: Deleting Personal Data from the selection file L.O.P.D.

SAVE THE CHILDREN DEFIENDE LA IGUALDAD DE OPORTUNIDADES, SIN HACER NINGÚN TIPO DE DISCRIMINACIÓN EN SUS PROCESOS DE SELECCIÓN.