



An incredible opportunity for a development professional to assist in managing the WASH and Construction elements of the project development department of a growing charity working in partnership with a local NGO in southeast Madagascar.

Assistant Head of Project Development: WASH & Construction

Role Description

Position Overview

Based in the coastal town of Fort Dauphin in the southeast of Madagascar, this post will assist the Head of Project Development to coordinate the Water, Sanitation and Hygiene (WASH) and Construction elements of the project development department on the ground in Madagascar. You will be responsible for ensuring the professional development of all staff, including the ongoing development of the department's internship programme, whilst building the capacity of the local partner NGO to develop, implement, evaluate and report on WASH and Construction projects. The person in this role will share responsibility for generating funds across these project departments, and have a central role in preparing and editing proposals and reports.

Title: Project Development Intern for initial 3 months; change of title and responsibilities to Project Development Officer subject to passing probationary review.

Timeframe: 6 months extendable

Probationary period: 2 months

Contract: Full-time; 1,000,000 Malagasy Ariary per month

Practicalities: The successful candidate will be equipped with a laptop computer (non-tablet)

Reporting to: Head of Project Development (Community Health, WASH and Construction)

Duties and Responsibilities

WASH and Construction related:

- To work with NGO project leaders to design projects and activity plans that fulfil local need and sit within the aims of SEED Madagascar for poverty reduction in the aforementioned sectors, taking into account research findings, local needs and constraints, SEED's previous experience including results of pilot studies, and government objectives
- To support the Head of PD to develop, write and maintaining high quality proposals, reports, evaluations and budgets with a fair likelihood of success of grant funding for these projects for submission to donors
- To be responsible for the proof reading of key project development related documents in order to maintain SEED's quality standards and provide feedback and capacity building to the interns in your team
- To work alongside the Project Development Coordinator in London in developing funding strategies, proposals, budgets, reports and research, and liaising on all communication with current donors
- To help secure the ongoing funding of the NGO's projects – currently budgeted at around £500,000 per annum across simultaneously operating interventions
- To support the Head of Community Health, WASH and Construction to monitor budgets of grants

- To conduct research into international & national development latest thinking, best practice and possible funding for the project departments (WASH and Construction) and support other Departments (Education, etc) where necessary
- To develop effective systems for monitoring & evaluation of projects and build technical capacity of NGO project leaders where needed to implement these, conducting field work and monitoring visits to project sites when appropriate
- To coordinate, write and edit donor reports including details of activities completed, results achieved, problems encountered and evaluation of impact to a high standard of English
- To coordinate and proof read relevant written communications for external audiences, including volunteer blogs, website updates and academic papers to a high standard of English and in a variety of styles suited to each medium
- To use evidence-based advocacy from research and project findings for briefing papers to NGO staff to inform and support feedback to government departments on national and regional development strategy
- To build the professional capacity of the Department through the recruitment, management, mentoring and development of intern and specialist volunteers
- To delegate to and line manage WASH and Construction personnel and volunteers within the project development department to achieve departmental objectives and support organisational ethos and strategy
- To support SEED's shorter term volunteer programmes to align volunteer activity plans with NGO project priorities based on local needs
- To support the NGO staff recruitment processes

General:

- To provide support in management, security and wellbeing of all international volunteers and personnel, including leading cultural orientations for new international volunteers and staff
- To support the Director of Programmes & Operations in overseeing and ensuring day-to-day support of SEED UK staff and volunteers both professionally and privately
- To work flexibly, including changing work priorities at short notice and working unsociable hours when it is necessary to meet a short deadline, for example the submission of project funding documents within the timeframe given by donors
- To represent SEED in external meetings with other agencies, donors and partners on the ground in Madagascar and in the UK

Required skills & experience

Essential:

- Excellent listening and non-verbal communication skills
- Fluency in English (written and spoken) to the level of editing English documents for publication
- Excellent written communication skills and an ability to tailor written information for maximum impact among various audiences
- Excellent report writing skills with previous experience of compiling project reports for donors
- Ability to write and proof read to a high standard and mentor interns in developing their skills to achieve these standards of excellence within their written work
- Cross-cultural negotiation skills
- Flexible and patient attitude

- Excellent problem solving skills
- Curiosity and interest in effective work practices in cross-cultural settings
- Ability and desire to build capacity across cultures
- Excellent analytical skills, with demonstrable ability to gather and assimilate data from various sources
- Ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers
- Ability and desire to develop, support and manage a team of volunteers and staff, and to operate an internship programme
- Ability to mentor and be a role model in responsible professional and social attitudes to volunteers living in another country, and to address these aspects of volunteers' behaviour when required
- Be psychologically and emotionally robust such as to be able to respond effectively to a range of potentially challenging situations and to be able to appropriately support those members of the team where difficulties arise from being away from their usual living and working situations
- Sound knowledge of the international development framework and contemporary development and WASH issues facing least-developed countries
- A commitment to international development supporting achievement of the Sustainable Development Goals for poverty reduction among the most marginalised groups
- Minimum of 2 years' experience in project design and putting together successful funding proposals for multi- or bilateral donors such as EC, USAID, DFID, Australian Aid, SIDA
- Ability to prioritise and manage a varied workload with a range of concurrent projects and deadlines
- 2 years' direct project experience related to at least one of SEED's core areas of Sustainable Development, Community Health or WASH
- Line management and/or project management experience
- Familiar with the use of project management tools including logical frameworks, work plans and monitoring & evaluation frameworks
- Good understanding of the importance of project monitoring and evaluation and of approaches used to measure outcomes and impact
- Proficiency in Microsoft Office, particularly Word and Excel
- **Desirable:**
- Qualification in international development or Community Health/WASH-related field
- Previous experience working in a developing country with a local NGO
- Knowledge of the contractual obligations and reporting requirements of institutional and other significant donors of NGOs such as the EC, USAID, DFID, Australian Aid and Big Lottery Fund
- Proficiency in written and spoken French

Application procedure:

Interested applicants should send a CV and covering letter outlining how their skills and experience match the requirements in the role description criteria to Rachel Mather by email on rachel.mather@seedmadagascar.org. Applications will be reviewed on an ongoing basis until the position is filled. Long-listed applicants will have an initial informal chat with Madagascar based staff and short-listed applicants will then be offered a face-to-face interview with the London team in-person.

More information on the work of SEED Madagascar can be found at www.madagascar.co.uk