

Mission :

Involved in Syria since 2008, SIF has been working alongside UNHCR to bring equitable access to the basic services such as water accessibility, hygiene and sanitations to the displaced and affected populations in Syria. In a joint venture with UNICEF, SIF was able to create 5 centers in which unsholled children got education and diverse activities. Thanks to SIF's capacity building programme, 770 Teachers and more are now able to better protect vulnerable children against abuse, violence or even child labor.

Secours islamique France is looking for a Grants and reporting officer M/F Based in Damascus, Syria.

This position provides coordination and technical support to the Program Coordinator, Project Managers, MEAL team and Head of Mission for the implementation of program activities. You will have under your supervision the reporting assistant.

Your main responsibilities are the following (evolving and non exhaustive list) :

- **Support proposal development processes; collect, draft, and/or edit contributions and compile inputs from programme staff, technical advisors and partners (if relevant) in line with the proposal development plan defined by the PC and the Head of Mission**
- **Lead proposal development processes; coordinate, collect, draft, and/or edit contributions and compile inputs from programme staff, technical advisors, HQ and/ or the regional office, and partners (if relevant) in line with the proposal development plan**
- **Provide guidance on and ensure compliance with donor and SIF rules, regulations, and guidelines and raise issues affecting external/ internal compliance**
- **Support fundraising efforts in coordination with the HOM and PC, including undertaking donor mapping and providing briefings to in-country donor representatives**
- **Liaise with donor representatives and coordinate donor visits to programme sites, in support to the HOM and the PC**
- **Develop communication material for advertising SIF intervention towards donors and other external stakeholders with the end to increase SIF visibility and funding opportunities**

- **Provide technical guidance and deliver trainings on SIF and donor guidelines and proposal development and reporting to Program staff and field offices**

Profil :

- At least 1 year experience in proposal, project, or programme development, reporting, or grants management in an INGO
- Good knowledge of donor rules, regulations, and procedures including but not limited to UN agencies, and European donors and US EU funding mechanisms
- Proven experience in successfully applying for institutional donor funding
- Knowledge of the context of Middle East is an asset
- Very good writing skills in English, attention to details
- Very good organisational skills, anticipation, respect of planning and deadlines
- Real interest in developing communication materials; experience with that, an asset
- Ability to plan workload and demonstrate accountability and proactivity for outputs
- Excellent communication skills
- Good organizational skills including accuracy, consistency, attention to detail, tenacity, and ability to work under pressure
- Good knowledge and understanding of Humanitarian Core Principles
- An understanding of and commitment to SIF's mission and values.

Conditions :

- 6 months, full time, renewable;
- Contract start date: ASAP;
- Remuneration according to profile;
- Per diem, guesthouse;
- Health insurance - 60% covered by SIF;
- Repatriation/liability insurance - 100% covered by SIF;
- Break allowance during the 3 and 9 month breaks;
- Airfare to and from the mission location to home - paid by SIF at 6 and 12 months.

SIF commits to:

Since its foundation in 1991, Secours Islamique France has considered diversity to be an asset. We therefore consider all applications insofar as they have the skills required for the position to be filled.

Our NGO is particularly concerned about the ethical and deontological dimensions in all its activities. We therefore reserve the right to systematically check criminal records during the recruitment process, in accordance with the law in force.

In line with this policy, SIF has zero tolerance for any type of fraud, corruption, harassment, abuse or violence of any kind, and, more generally, any breach of legislation, regulations or the code of conduct established internally.

SIF is a humanitarian NGO, so the "Do not harm" principle is central: we ensure that the respect and safety of the children we support in our projects is a primary consideration for all our staff and partners.

Our charter is a real commitment: we mobilise all our staff in the promotion, dissemination and respect of the principles laid down.

Do you recognise yourself in this profile and do you agree with our commitments?

Come and join our chain of solidarity by applying for this job offer.