

Grants and Communication Coordinator to DanChurchAid in the Democratic Republic of Congo (DRC)

Deadline:
28-01-2025

Contact person:
Shlomo Peretz

Place of Work:
Goma

Are you looking for an opportunity to be part of dedicated team of humanitarian professionals in one of the world's most challenging contexts? Do you want to play a pivotal role in managing grants and enhancing communication strategies to support the organization? Then you might be our new Grants and Communication Coordinator in DR Congo.

Who are we

DanChurchAid (DCA) is a Danish humanitarian, non-government and non-profit organization. In DR Congo we have implemented humanitarian projects since 2004. DCA aims to protect vulnerable communities in DR Congo, and to contribute to improve stability and social cohesion by addressing and mitigating the consequences of conflict and displacement. We clear explosive remnants of war, and assist communities affected by conflict and displacement by addressing protection and other essential needs. At the centre of our work is our belief that local communities are the best agents of change.

About the job

This exciting role provides an insight in DCA's humanitarian and mine action responses in DR Congo. Under the supervision of the Head of Programs and in coordination with Project/Program Managers, the MEAL team and the Communication Team at the Headquarters, the incumbent will have two main areas of responsibilities:

- Grant management, in collaboration with the Head of Programs, coordinating the proposal writing and reporting processes. S/he will provide strategic and operational support, playing a key role in resource mobilization efforts to achieve annual growth and support the diversification of funding from institutional donors and non-traditional funding sources to achieve country strategic plan
- Communication, ensuring visibility of DCA's work in DR Congo. S/he will provide direct support to strategic growth opportunities, help strengthen systems compliance, donor reporting communications and advocacy to enhance the country office's external and internal visibility

Specific Duties and Responsibilities:

Grants and program development

Ensure alignment of grant management activities and communication strategies with DCA strategic goals, program priorities and organizational values.

- In collaboration with the Head of Programs, participate in development concept notes and proposals for current donors and other potential funders, including the gathering and editing of technical sections, compiling budget inputs, and ensuring swift submission in line with donor regulations
- Ensure regular and proper archiving of all grant's documents and reports (hard and soft copies of the documents) submitted to donors and local partners
- Work with the Head of Programs to support staff to develop protocols to standardize the project's approach to the scale up of programs in an emergency and/or in development phase. This may include the development of new staff orientation manuals, compliance and regulation assessment checklists, and corresponding training materials for staff
- Support the MEAL team in the development and implementation of the annual MEAL plan, project M & E plans and in scheduling and planning surveys and evaluations, and ensure inclusion of appropriate outcomes and indicators in program logframe

Reporting

In collaboration with the Head of Programs, coordinate timely project reporting as per organisational and donor requirements.

- Ensure the use of the most recent donor reporting templates
- Develop the reporting retro-planning
- Ensure coherence of the reports, compliance with donor requirements

- Liaise with all departments to ensure all donor requirements are met and all necessary annexes are produced
- Liaise with HQ counterpart for submission of the reports, as relevant and necessary
- Contribute to the organisational annual reporting process in collaboration with the Head of Programs

Communication

Ensure improvement of the country office communication strategy and design to enhance quality reporting, visibility of DCA and its donors.

- Keep the mission communication calendar updated to ensure timely production of quality communication products based on identified priorities
- Give input to and implement communications and public relations strategies to promote and publicize a variety of departmental projects and programs
- Lead the development of the mission communication products, making sure that the form of communication used is well adapted to the users of communications and efficiently reflects the impact of the programs implemented the country office
- Coordinate with field teams and Program Coordinators to compile, draft, edit, design, and update the mission communication and information products, such as brochures, fact sheets, case studies, human-interest stories, press articles, posters, photos document, programmatic and contextual reports etc., to promote the work of country office among various stakeholders, in particular donors, international organizations and DCA Headquarters
- Working with field teams, ensuring the regular taking, collection and archiving of quality photos of the activities implemented used for reporting and communication purpose
- Build capacities of staff through specific training and the provision of regular technical communication guidance and support

We are looking for the following qualifications and experience

- At least 4 years of related experience, with two of them in one or more of the key program/project cycle management areas of program/project development, reporting or communication
- Specific experience in partnership, grants and communications and related activities
- A degree or related qualification in any field relevant to Project/Program Management, business administration, international development, communication, Organizational Development, Strategic Planning, Monitoring and Evaluation
- Computer literacy essential including proficiency in Excel, Word, Power Point, etc.
- Fluency in written and spoken English and French

We offer:

- A 12-month contract (renewable based on funding etc.)
- Non-family posting based in DR Congo with in-country travel, security allowing
- A competitive salary package, including hardship allowance, to be negotiated based on experience level
- 6 weeks of paid vacation per year and a generous R&R package
- Insurance as per industry standards
- An opportunity to make a difference in a challenging environment and improve the lives of people living in conflict and poverty

Only applications in English and consisting as a minimum of a CV and a cover letter will be considered, and only short-listed candidates will be contacted. We appreciate the CV to be no longer than 4 pages. Please note that only applications submitted through our recruitment system will be considered: <https://www.danchurchaid.org/join-us/jobs/international-vacancies>.

Closing date of application is 28th January 2025.

Only shortlisted candidates will be notified. The interviews will be conducted on a rolling basis.

Shortlisted candidates may be required to complete a written test prior to the interview.

For further information please contact Head of Programs, Shlomo Peretz, shper@dca.dk

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or

ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.