



seed **madagascar**

sustainable environment, education & development

Project Development Intern/Officer (Schools and Construction)

Madagascar

About the organisation:

SEED Madagascar is a British Charity working in partnership with communities in the southeast of Madagascar. We integrate high quality community health, sustainable livelihoods; education infrastructure and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all of our programmatic areas. We are now looking for entry level officers and managers to work alongside national staff and expand our team.

Position Overview:

Based in the coastal town of Fort Dauphin in the southeast of Madagascar, this post will provide support to SEED's approach to school building for the NGO. This includes building and repairs, provision of benches, clean water in schools, safe sanitation and continual assessment of the barriers to access to education. The successful candidate will work within a combined National and International team to assist in developing projects and writing proposals relating to our work to secure funding, support the implementation of the programme and evaluating their success. The successful candidate will work within a combined National and international team to assist in developing projects, writing proposals to secure funding, supporting with the implementation of projects and evaluating their success. The role is predominantly office-based with some bush travel. The diversity of activities undertaken will provide a wide-ranging experience for an early career development professional who can effectively and efficiently deal with a comprehensive range of tasks related to the complex world of overseas development.

Title:	Project Development Intern for initial 3 months, change of title and responsibilities to Project Development Officer subject to passing probationary review.
Location:	Fort Dauphin, Anosy Region, Madagascar
Timeframe:	12 months extendable
Probationary period:	3 months
Contract:	Voluntary, unstaried for 12 months
Reporting to:	Head of Project Development (Conservation and Sustainable Livelihoods)

Primary Responsibilities:

Development of new projects (including funding searches); preparation and editing of proposals and reports; information formatting; monitoring and evaluation of current projects; researching International best practice; liaison with the London project development team and local staff.

Duties and Responsibilities:

1. Compile funding proposals based on past evaluation, team discussion and International best practice in an engaging and professional manner
2. Support development of projects that fulfil local need and sit within the aims of SEED for poverty reduction and environmental conservation in the aforementioned sectors, taking into account research findings, local needs and constraints, government objectives and SEED's previous experience
3. Write project reports to a high standard of English that clearly demonstrate the successes and challenges of the conservation and environment projects, learning from the project and give clear budgetary information
4. Conduct internet searches for potential donors to fund the programme and relating projects
5. Conduct research into international best practice with regard to environment and conservation programmes and take the lead in discussing these with the team.
6. Take a leading role in ensuring that all of the statistics relating to the projects are accurate
7. Take an active role in project management meetings, leading these where appropriate
8. Work with the Malagasy team in increasing their skills and capacity, providing mentoring or training where appropriate
9. Assist in developing monitoring and evaluation tools for projects and to work with the team in the field on implementing these
10. Analyse data and be able to clearly and concisely present to the team, with demonstrable ability in gathering and assimilating information from various sources, compiling documents (reports and proposals), and identifying lessons learnt and best practice
11. Work alongside the Head of Project Development and Head of Finance in developing and managing the budgets relating to projects
12. Work alongside the Communications and Media Officer to build a communications plan for the schools projects.

13. Form part of the team representing projects or SEED when required.
14. Liaise with the UK team in London ensuring clear communication at all times.
15. Maintain a database of projects and funders alongside the UK team in London and maintain the database of photographs for projects.
16. Take an active part in international team meetings and the support to other members of the team.
17. Complete other ad-hoc tasks as required by the Conservation Programme Coordinator, Head of Project Development or Director of Operations and Heads of Departments to further the aims and work of the organisation.

Person Specification:

- Hold an undergraduate/Master's degree in or relating to education, infrastructure or development or have equivalent experience.
- Demonstrate sound knowledge and keen interest in education and its interface with international development; previous experience of education or community-based work would be an asset.
- Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for SEED at all times.
- Have passion, curiosity and motivation for the job and the ability to enthuse others.
- Have the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers.
- Have the ability and desire to build capacity and share skills across cultures and work with teams from different economic and cultural backgrounds and across multiple language barriers.
- Demonstrate proven ability to recognise and appropriately deal with challenging situations.
- Demonstrate an awareness of and comfort with increased social and professional responsibility, working at all times with cultural sensitivity and respect.
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO.
- Be able to work to and advocate for all of SEEDs policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately.

- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard.
- Have a flexible and patient attitude.
- Have excellent problem-solving skills.
- Be able to work both independently and as part of a team.

Practicalities:

The successful candidate will be able to financially support themselves for the full duration of this post and will have their own laptop computer (non-tablet) and tent.

Application procedure:

Interested applicants should send a CV and covering letter outlining how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on lisa@seedmadagascar.org

Applications will be reviewed on an ongoing basis until the position is filled. Long-listed applicants will have an initial informal skype chat with Madagascar-based staff. Short-listed applicants will then be offered a face-to-face interview with the London team, including the Managing Director, Mark Jacobs, in person.