

seed **madagascar**

sustainable environment, education & development

## SRHR Partnership and Grants Coordinator – Madagascar

**Reporting to:** Director of Programmes & Operations

**Location:** Antananarivo, Madagascar (remote until the borders open)

**Contract type:** Unaccompanied post; local salary for mid-career professional

**Contract minimum duration:** Short-term September 2021 – February 2022

### Position Overview

SEED Madagascar is a British Charity working in partnership with communities in the south east 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 looking for an experienced SRHR Partnership and Grants Officer to work in the capital city building our network, seeking funding and supporting the implementation of our in-country SRHR work.

### Responsibilities:

#### Programme Development

1. Work with national and international staff to design SRHR projects that align with SEEDs SRHR programme, taking into account past learning, international best practice, contextual constraints, and government objectives
2. Lead on seeking funding to support ongoing SRHR work, leading on proposal development and in country donor relations
3. Oversee the development of project frameworks (e.g. LogFrames and Theory of Change) and proposals to ensure they are representative of need whilst being attractive to donors
4. Work alongside the Senior Programme Officer, Programmes and Funding Coordinator and SRHR Coordinator to develop and edit project documents, proposals, reports and evaluations, and ensure the high standard of all documents submitted to donors is met
5. Work with project staff and external partners to increase their skills and capacity, providing mentoring or training where appropriate

#### Supporting Programme Management

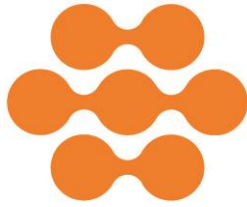
6. Work alongside the Project Coordinator and Senior Programme Officer to oversee effective systems for monitoring project progress against activity plans, working with project teams to

**Seed Madagascar**  
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ensure objectives are met and using learning from ongoing evaluation to inform the development of projects and the personal development of the team

7. Take an active role in project management meetings, leading discussions and standing in for the Head of Programmes where appropriate
8. Take an active part in international team meetings and the support of other members of the team
9. Provide timely updates to the Programmes and Funding Coordinator of project activities and communicate any changes in project activities to donors when necessary
10. Conduct field work and monitoring visits when appropriate and ensure observations inform ongoing project design
11. Use evidence-based advocacy from research and project findings in briefing papers for staff, local and regional stakeholders, and government departments to inform regional and national development strategy

## **Positioning, Communicating and Networking**

12. Lead on identifying national partners, connecting and maintaining relationships and regular information flow
13. Producing high quality resources, detailing SEED's work and disseminating these to organisations working both nationally and internationally
14. Representing SEED during external meetings, conferences and workshops where appropriate
15. Represent SEED in external meetings with other agencies, donors and partners on the ground in Madagascar and in the UK

## **Budget Management**

16. Oversee the development of budgets including full cost allocation with consideration of the organisational strategy and priorities over the coming years
17. Support the monthly overview of financial reports, ensuring project spending is on track and identifying trends in expenditure, and management of exchange rate gains

## **General**

18. Work flexibly, including changing work priorities at short notice and working unsociable hours when necessary to meet a short deadline, for example the submission of project funding documents within the timeframe set by donors

## **Required Skills & Experience**

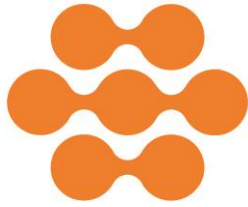
- Degree-level qualification or equivalent experience in SRHR in an international development context

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- Sound knowledge of international development frameworks and contemporary global issues facing least developed countries and interest in SRHR
- Minimum of 3 years' professional experience in a developing country
- Minimum of 2 years' professional experience in line management and/or project management
- Familiarity with the use of project management tools including Logical Frameworks, Theory of Change models, Budgets Activity Plans and Monitoring & Evaluation frameworks
- Fluency in English and French (written and spoken) with excellent written communication skills, to the level of editing English documents for publication
- Excellent listening and verbal communication skills, and a flexible and patient attitude
- Excellent proposal and report writing and editing skills, with previous experience compiling project proposals and reports and the ability to tailor written information to various audiences
- Cross-cultural negotiation skills and a curiosity in effective work practices in a cross-cultural setting. Ability and desire to build capacity both within international and national teams
- Proficiency in Microsoft Office, particularly Word, Excel and PowerPoint
- Excellent problem solving and analytical skills, with demonstrable ability in gathering and assimilating facts and data from various sources
- Experience of living and working in a developing country with the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers
- A sound understanding of the importance of MEL and of approaches used to measure outcomes and impact
- Candidates need to have their own non-tablet laptop

## Application Procedure

Interested applicants should send a CV and covering letter in English 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](mailto:lisa@seedmadagascar.org)

Short-listed applicants will have an initial informal skype chat and a formal interview with the London team, including the Managing Director, Mark Jacobs.

**Applications deadline:** Ongoing until the right candidate is found.

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