

Johanniter Unfall-Hilfe e.V., International Assistance (JIA), is looking for **THREE** (based in Nairobi, Amman and Phnom Penh)

Regional Funding Coordinators

Two-Year Contracts (with possible extensions)



Organisation Description: Johanniter-Unfall-Hilfe e.V. is a German non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters (HQ) are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting projects in Health and Livelihoods with a specific focus on climate change and gender equality worldwide. (www.thejohanniter.org)

Overall Job Purpose

The Regional Funding Coordinators support the development and implementation of a global programme funding strategy for Johanniter International Assistance. S/he in particular works with colleagues at HQ and Country Office level on grant acquisition and management in line with the requirements of institutional and private donors.

In a Nutshell

You will:

- Support the respective Heads of Missions or Regional Leads in the planning, development and implementation of funding strategies and sources in close cooperation with the Johanniter International Programme and Fundraising department (foundations, companies, and major donors).
- Actively seek funding for the organisation, maintain donor relationships, and represent Johanniter.
- Ensure that donor compliance regulations and Johanniter International Assistance's working procedures are adhered to.
- Develop training material and conduct capacity building for international and national staff in grants management, spending tracking and compliance.
- Support the lobby work of Johanniter values and positioning of Johanniter International Programmes in relevant bodies and represents Johanniter in relevant bodies.

What you will do:

Strategy and Vision

- Actively supports the Johanniter values and shapes the programme work accordingly
- Contributes to the development and implementation of the global strategy of Johanniter International Assistance
- Supports Head of Programme Funding on the development and implementation of funding strategies
- Supports the positioning of Johanniter International Assistance programmes within the NGO community and Johanniter

Acquisition and Programme Funding Management

- Manages a portfolio of grants (focus on specific donors, e.g. ECHO /EuropeAid, USAID, AA/BMZ)

- Maintains a broad, deep understanding of relevant donor policies, regulations and procedures
- Works closely with programme staff at HQ, country offices and partners to ensure timely delivery of high-quality narrative and financial proposals and reports that meet donor and Johanniter International Assistance requirements
- Identifies regional funding opportunities for project planning
- Seeks and maintains contact with donor representatives and stakeholders in project countries
- Advises the responsible colleagues on adjustments to projects and grant agreements (e.g. extensions, free extensions, budget adjustments)
- Ensures quality control of all submissions
- Supports the Head of Programme Funding in the strategic planning of all funding sources, in cooperation with the Johanniter International Programme and Fundraising team

Compliance

- Responsible for the transfer of institutional donor requirements to relevant colleagues involved
- Advises colleagues to ensure that grants or contracts are well administered according to the respective contractual requirements
- Together with the Accountability and Compliance department, develops and updates handouts and guidelines on donor guidelines and ensures that the relevant colleagues are aware of and comply with donor compliance regulations and Johanniter International Assistance's working procedures
- Proactively supports the identification of compliance risks, advises on the necessary measures and thus supports the risk management
- Informs colleagues at HQ, country office and/or GSU (Global Support Unit) level of specific compliance issues and supports them in their application
- Supports the implementation and maintenance of a comprehensive information management and filing system

Capacity Development

- Conducts capacity building for international and national staff in grants management, spending tracking and compliance
- Develops training materials and carries out training of staff of Johanniter International Assistance and partners

Communication and representation

- Supports the lobby work of Johanniter values and positioning of Johanniter International Programmes in relevant bodies
- Represents Johanniter at donor levels
- Manages internal and external communication processes related to earmarked funding and ensures proper compliance

Interface with other units

- Works closely with the programme, finance, communications and other relevant departments, in the acquisition and administration of funding sources
- Ensures the regular information flow between Johanniter's programme, fundraising and communication teams
- Support the Head of Programme Funding as an interface between Johanniter International Assistance and colleagues in the Fundraising Unit
- Co-owns the implementation of the change process of Johanniter International Assistance

What you bring:

- Academic degree (BA / BSc) in a relevant field
- At least 5 years of contextual work experience in institutional fundraising with a proven track record of fundraising goals related to donors
- Experience in network building and management, national and regional funding strategies
- Good knowledge of current trends in the sector, relevant donors and their funding strategies
- Experience in proposal writing and reporting, knowledge of German (AA, BMZ) and/or European donors regulations (ECHO, EuropeAid)
- Experience in capacity building in fundraising and compliance with staff at HQ level, country offices and partner organisations
- Experience in external representation in networks, donors and other government institutions
- Experience of budget planning, strong ability in formulating finance proposals and report writing
- Ability to deal with conflict, manage resistance, remaining focused and coping with frustrations
- Very good team player with persuasive power
- Excellent communication skills
- High tolerance for ambiguity
- Willingness to travel incl. low-security contexts
- Willing to work irregular hours and weekends
- Fluent in English. Good knowledge of German/French/Spanish/Arabic an asset, IT competence

What we offer:

Remuneration: 50828 - 53503€/annum gross (Johanniter AVR DWBO Annex Johanniter internal tariff and relevant previous experience)

Benefits: 13th cheque, social security (lump sum 375€/month for expats not under German social security); housing allowance 300€/month; international insurance package; 29 days annual leave; yearly home flight (for contracts > 1 year); Cost of Living Allowance

If this what you are looking for, please submit your application via staff@johanniter.de (cover letter, CV, reference contacts of 3 former supervisors, job certificates if available), stating your earliest start date. Please indicate "Regional Funding Coordinator" in the subject line of your e-mail.

Deadline for applications: 30 January 2022

Interviews planned for: 15 – 18 February 2022

Only short-listed candidates will be notified.

Suitable candidates with disabilities will be given preference.

*Please note Johanniter requires **background checks (incl. criminal record and reference checks)** to protect the vulnerable and prevent abuse.*

Information regarding the privacy policy for applications can be found [here](#).