Job announcement - March 2020

Grants Coordinator

Institutional Donors

Head Office - Brussels, Belgium
Would you like to contribute to the improvement of the quality of education worldwide?

VVOB is an international NGO with programmes and projects in 10 countries worldwide. Our head office is based in Brussels, Belgium. VVOB’s projects and programmes are financed by (inter-)governmental donors (including Belgium, USAID, EU, Flanders, UNICEF, UNESCO) and foundations (including the Mastercard Foundation, the LEGO Foundation, the ELMA Foundation, Dubai Cares, Porticus).

When you join VVOB, you become a key player in VVOB’s mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

We are ambitious and committed; we are curious and innovative when facing complex challenges; we focus on results and have fun together; we sometimes make mistakes but learn from them; we act with integrity and respect; and above all, we are a team!

The opportunity

VVOB has entered a very exciting time as we scale up our programmes and diversify our partnerships and funding. Therefore, we are currently looking for an additional ‘grants coordinator’ to strengthen our programme team in Brussels.

How YOU can contribute

Are you ready to become our focal person for grants preparation and compliance processes for institutional donors? Are you our new key player in contributing to the development of new projects and programmes?
As VVOB’s grants coordinator, you will be part of our programme team, led by our programme director. Within this team you will most closely together with the other grants coordinator, the partnerships manager, four senior education advisors, the M&E advisor and the research advisor. Moreover, you will also work together with colleagues from our finance, HR and communication departments and off course with our teams in the VVOB country offices.

As our new grants coordinator, you will play a key role in proposal development, contract negotiation and monitoring compliance of programmes in implementation.

More specifically, you will:

... **contribute to VVOB’s project and programme development:**

- Improving VVOB’s ‘readiness’, to enable us to quickly respond to new investment opportunities;
- Developing relevant tools to facilitate the practice of budgeting for new projects and programmes;
- Supporting colleagues in writing of concept notes and full proposals;
- Establishing effective internal processes to share lessons learnt about working with institutional donors in an accessible and clear way.

... **coordinate the contract negotiations with institutional donors:**

- Coordinating contract reviewing processes within VVOB;
- Be the focal person for donors during contract negotiations;
- Be the internal focal person for coordinating all obligations towards institutional donors.

... **guarantee compliance of all relevant VVOB departments with the institutional donors’ requirements:**

- Documenting financial, administrative and reporting obligations for internal purposes and systematically monitor and adjust these internal instructions;
- Following-up reporting deadlines towards institutional donors;
- Helping and advising our departments and country offices on successful implementation of administrative and reporting processes from the start-up phase up until the closure phase of projects;
- Reviewing and submitting reports and payment requests to institutional donors;
- Monitoring and reporting donor payments, project budgets, actual expenses and future projections.
- Coordinating processes and providing innovative tools to continuously innovate, professionalise and improve our capacity.

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Who are you?

Your expertise & experience:

• You’ve got a Master’s degree or relevant combination of education and experience;
• You are authorized to work in Belgium;
• You have demonstrable experience with managing international donor funded projects;
• You have experience with project cycle management and monitoring and evaluation of international projects and programs;
• You have experience with budgeting and budget monitoring;
• You are pro-active and eager to take the lead in improving internal processes of grants management;
• You’re an experienced coordinator and you have excellent organisational skills in setting priorities and respecting deadlines;
• You are flexible and able to execute a range of job duties and changing priorities;
• You are a meticulous team player, have an eye for details, can work autonomously, you are stress resistant and you have good problem analysis and synthesis skills;
• You possess professional maturity, sensitivity with different cultures, and impeccable integrity;
• You have good communicative skills both in speech and in writing. Your English is excellent and fluency in Dutch, French or Spanish are an asset;
• You’re willing to undertake short work trips to support our teams in VVOB’s partner countries.

Matching competences:

VVOB core competences:

• Results and goal oriented
• Lifelong learning and improvement
• Cooperation within a team and with other stakeholders

Function specific competencies:

• Reliability
• Strong communication skills (verbal and written)
• Creativity
• Strong analytical skills
• 360° empathy
What we’re offering:

• A dynamic working environment in an international context;
• An exciting job in a growing organisation with varied responsibilities and opportunities for professional development;
• We offer a full-time contract of indefinite duration including a scale A111 salary (conf. Flemish government) based on relevant work experience, free commuting with bicycle, train, tram or bus, meal vouchers, hospitalization insurance and a group insurance.

Join us:
As soon as possible!

Your office:
VVOB’s Head Office in Brussels

What’s next?
Your motivation letter and a detailed CV are expected to be sent by e-mail no later than March 29th to recruitment@vvob.org. Don’t forget to refer to the job title in the subject line of your e-mail.

Shortlisted candidates will take a written test, go through an interview process (preferably in-person, through Skype if necessary) and an assessment, before a final offer.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability.

Is this not exactly the job you are looking for? Please have a look at our other vacancies at https://www.vvob.org/en/vacancies.