

IEA # 556
UBW # 100112



Proposal Writing Officer

Reports to: Assistant Director General-International Cooperation & Communication

Location: Cairo, Egypt

Advertisement Date: 20 April 2018

Closing date: April 18, 2018

Main purpose of position

Working closely with ICARDA's scientists, Resource Mobilization staff and research leaders, the position is intended to support resource mobilization efforts through the development and packaging of high-quality project proposals for agricultural research for development. The position is also responsible for overseeing and monitoring the timely preparation and finalization of donor reports and proposals by ensuring that proper institutional clearance procedures are followed and deadlines met. The position is part of the Project Development and Grants Management Unit (PDGMU).

ICARDA is in the process of implementing an exciting program of organizational change, including a new institutional strategy that will address more effectively today's development challenges in the dry areas and a new business model to enhance the organization's ability to deliver its mission. This organization change may also result in adjustments to organizational structure and reporting lines.

About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: www.icarda.org

Dalia Bldg. 2nd Floor
Bashir El Kassar Street,
Verdun Area, next to Arab Bank
P.O. Box 114/5055
Beirut, Lebanon,
Tel: +961-1-813308/9

Main responsibilities

The Proposal Writing Officer will have the following key responsibilities:

- Design, write, contribute, edit, and ensure high-quality of competitive project proposals based on:
 - The research priorities and institutional resource mobilization strategy
 - Response to donors' indications of interest and calls for proposals
 - New funding opportunities identified.
- Review and improve concept notes/proposals initiated by scientists through, among other things, the development and articulation of the log frame, measurable outputs, outcomes and their deliverables and indicators
- Manage the full-cycle of proposal development, from idea generation to submission to donor, to ensure in-house established procedures and proposal quality-control mechanisms are followed;
- Meet proposal deadline by establishing priorities and target dates for information gathering, writing, review, and approval, and coordinates requirements with contributors;
- Manage ICARDA's in-house database on project proposals, ensuring data and information is current and accurate and providing regular analytical reports to management.
- Strengthen the Center's capacity in project design, development and reporting, including through training of researchers and project managers;
- Improve proposal-writing results by evaluating and re-designing processes, approach, coordination and boilerplate, and make recommendation for changes;
- Ensure the full compliance of the concept notes/proposals with donors' criteria and requirements;
- Initiate and lead the design and development of cross-cutting proposals and large initiatives and coordinate with research programs to ensure their contribution;
- Follow closely and regularly reports on the realization of the pipeline projects;
- Review and edit technical progress and final project reports to ensure information is presented in a concise and coherent manner and that it complies with donors' requirements; Other responsibilities and duties assigned by ADG-ICC;
- International and regional travel may be required.

Education, qualifications and experience

Essential qualifications and competencies

- An advanced degree (Masters or PhD) in agriculture, international development or related field associated with ICARDA's research programs. Complementary training/education in proposal writing or science writing is an advantage.
- Minimum of five years of relevant experience in drafting concept notes and proposals for programs and projects related to agriculture/rural development.
- Outstanding written and oral communication skills in English.

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- Proven track record in development of successful project proposals.
- Strong familiarity with international donors and investors, and knowledge of their funding interests.
- Familiarity with use of log frames in formulation of results-oriented projects.
- Excellent interpersonal skills and demonstrated ability to work in a multidisciplinary and multicultural work environment.
- Excellent time-management skills, ability to deliver when facing multiple projects with tight deadlines.
- Computer proficiency in MS Office (Word, Excel) and familiarity with project management software.
- Strong analytical skills.

Terms of appointment, salary and benefits

This is an internationally recruited position for which ICARDA offers an attractive compensation package including a competitive salary, housing allowance, non-contributory retirement plan, medical insurance and leave provisions. All benefits are denominated and paid in US Dollars. The successful candidate will be offered an initial contract of 3 years, renewable subject to satisfactory performance. The first year will be probationary period.

How to apply

Please apply online at www.icarda.org/iea/ by April 18, 2018

We are an equal opportunity employer and encourage applications from qualified women. Applications will be acknowledged, but only shortlisted candidates will be contacted.

This is a re-advertisement. If you applied for this post when it was advertised in August 2017, you do not need to apply again.

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