

Your award management skills enable a future worth living for children!

As the largest independent children's rights organisation in the world, Save the Children has been working specifically for the rights of children since 1919. In Switzerland and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm.

For our offices in Zurich the International Programmes Department is looking for an:

Head Awards Portfolio (100%)

Starting date: immediate or as per arrangement

In our dynamic International Programmes team, you will be reporting to the Global Programmes Director and provide leadership to a team of dedicated Grants Managers (2-5) responsible for the efficient project cycle management of our donor awards. Your previous experience in awards, donor compliance and financial risk management, combined with excellent people management and workload prioritisation skills, will be fully utilised in supporting our growth in income whilst maintaining our high level of quality service to both our donors and field teams.

What makes your role particularly interesting

- End responsible for the timely, efficient and quality management of all Awards within the team's portfolio throughout the Award management cycle from proposal development to reporting and close out / audit.
- Direct responsible for the end to end management of a selection of Awards including review of proposals and reports and adherence to donor compliance guidelines.
- Key first line contact and trouble shooter for all donor and awards related questions from the portfolio team
- Overseeing effective internal and external communication as well as the team's correct application of systems and processes such as the Go/NoGo, our global Awards Management System (AMS), Member to Member agreements etc.
- Active and efficient management, prioritisation and decision-making of the proposal, reporting, close out and audit related workload.
- Organise, manage and lead all team meetings with the aim to maximise efficiency and minimise meeting time
- Gain and retain an up-to-date understanding of donor strategies and the ability to translate these into practical action in relation to our work.
- Represent Save the Children Switzerland at relevant donor and peer organisations' meetings and gain a network of professional connections with donor staff relevant to the Awards and Contract management
- Monitor, analyse and share new upcoming funding opportunities with Thematic Heads and the Global Programmes Director

Your great deal of experience

- Extensive proven work experience in Award / Contract management in the International Development sector (INGO, public and / or private)
- High degree of familiarity and experience in proposal development, reporting, audit and donor compliance of main Swiss and International institutional donors (e.g. SDC, Swiss Solidarity, IOM, French Government, etc)
- Proven experience in building and leading small high performing teams (2-5)
- Demonstrable numeric, analytical and strategic thinking skills
- Excellent written and verbal fluency in English and German, Fluency in French and / or Swiss German would be an asset
- Proven ability to take initiative, self-motivating, pragmatic, 'can-do' attitude and working independently, as well as in teams

- Highly skilled in prioritisation and management of a large and varied team and individual workload including setting and meeting of deadlines and targets
- Proficiency in effective, clear and concise, communication and successful negotiation skills
- Existing network of individuals working in donors and peer organisations would be an advantage

What we can offer you

- An exciting, meaningful challenge in an international environment
- Extensive exposure to the international aid and development sector
- A very professional but uncomplicated working culture in a diverse team
- Flexible working hours, home office option and central offices in Zurich
- A competitive remuneration and social benefits package

We promote diversity in our team and therefore welcome applications from people of diverse nationality(ies), ethnic and social origin, religions, sexual orientation and identity, different ages and genders, as well as people with disabilities.

The UN Convention on the Rights of the Child is the basis of all our work. Our child protection policy requires that all employees sign our child safeguarding declaration and hand in their criminal record.

Interested? Please send a complete application via email jobs@savethechildren.ch.