



Your project 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 a:

Grants Manager (80-100%) for 11 months (with option for extension)

Starting date: 01.02.2024 or as per arrangement

In our dynamic International Programmes department, you will be part of a team of eight and report to the Head of Awards Portfolio. As a Grants Manager you will be responsible for efficient project cycle management of our donor awards from initial proposal development to reporting and closure. Your previous experience in grants management and donor compliance, combined with excellent people communication (direct and remote) and workload prioritisation skills, will be fully utilised in supporting our programmatic work whilst maintaining our high level of quality service to both our donors and field teams.

What makes your role special

- Coordinate and support proposal development and reporting in adherence with our internal guidelines, systems and processes
- First-line contact for all programme information and coordinate country and international technical input in donor proposals and reports
- Take on a leading role in ensuring effective and timely dissemination of award information including organising and conducting the project kick-off
- Ensure general compliance with donor requirements and regulations including briefing and capacity building country teams and colleagues
- Timely and diligent input and maintenance of all data onto our global Awards Management System (AMS)
- Responsible for project monitoring, including monitoring of budget versus actuals variances and assessing the need for amendments
- Build strong geographical, contextual and country programme knowledge including a network of relevant staff in country programmes and regional offices
- Develop and maintain a functional awareness of donor and country office, programmatic and geographic, strategies and priorities.
- Conduct field visits as necessary

What we are looking for

- At least 2 years previous work experience in Award / Contract /Project management in the International Development sector (INGO, public and / or private)
- Familiarity and experience in proposal development, reporting, audit and donor compliance of main Swiss and International institutional donors (e.g. SDC, Swiss Solidarity, IOM etc.)
- Excellent written and verbal fluency in English and German and/or French, Spanish is an asset
- Proven experience in working with remote based, multi-cultural teams and proficiency in adapting communication styles across various mediums (direct face-to-face, phone, digital conferences, verbal and written) as well as successful negotiation skills
- Proficient in MS Office applications (Word, PowerPoint, Excel) and video conferencing applications (Teams, Webex)

- Proven ability to take initiative, self-motivating, pragmatic, 'can-do' attitude and working independently, as well as in teams
- Demonstrable numeric and analytical skills with a high degree for attention to detail
- Proven ability in prioritisation and management of a large and varied workload including setting and meeting of deadlines and targets
- Inclusive, consultative working style with the ability to take timely decisions.

What we can offer

- 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, partial 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.