



Position Title: Public Funding Administration Officer

Location: Cotonou

Reporting to: Head of Institutional Funding

Expected start date: ASAP

Type of contract: Full Time

Background

The Public Funding Administration Officer will provide direct support to the institutional funding team in desk review, surveys design, data collection and analysis, administration, communication, visibility on the public funding portfolio and support innovative donor and Government recognition initiatives, monitoring, evaluation and learning processes on the institutional funding strategy. The position holder will support the preparation of capacity building, information sharing initiatives and specific events with internal and external partners and will centralize all tools, guidelines and training modules developed by the team.

Essential Functions and Responsibilities:

- Desk research on institutional donors funding landscape, investment strategies, trends, new opportunities, and analysis (thematic and funding related) of engagement strategies including Government and in country funders, etc.
- Contribute to specific surveys, data collection and analysis and reporting initiated by the institutional funding team.
- Contribute to modules for capacity building on robust grants management practices and compliance in general (grant specific and AP fundraising SOPs)
- Assist in developing grant summaries/fact sheets and briefing documents and compiling best practices
- Assist in managing administrative processes related to public institutional donors (registration, notarization, due diligence, DHL follow up on contracts sent, etc.)
- Contribute to the preparation of strategic events for public donors
- Draft as requested by his supervisor and the public funding team various tools (not limited) to donor engagement, multilateral agreements, donor priorities, etc.
- Help the team in any compliance requirements related to donor recognition and visibility initiatives for the public funding portfolio visibility and communication requirements as per donor contracts.
- Assist the team in regular update of Salesforce
- Account management for a limited number of donor accounts.
- Any other tasks as relevant for the public institutional funding team.

Capabilities, competencies and experience needed for the job

- Relevant university degree (Masters) in international development, conservation, international relations or other relevant field
- Required minimum experience: 2 years of experience of a similar leadership, coordination or management role.
- 2-4 years' experience either managing, providing grant/ administrative support to projects M&E frameworks

- Experience in research, data collection and analysis
- 1-2 years' and/or grants management, project management, consultancy in this area, desk review, survey design, and data analysis, Monitoring and Evaluation, grant administration, capacity building.
- Bilingual: Strong writer and communicator in English and French
- Ability to self-manage and take initiative, work well in a fast paced, multicultural, cross-functional global team environment
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Strong interest in conservation and rural development.
- Experience in public funding pursuit will be an added advantage

To apply, please email your CV and cover letter to hadmin@africanparks.org by **30 September 2021**