



POSITION DESCRIPTION

GLOBAL EMERGENCY GROUP

PROPOSAL WRITER – REMOTE WORK – PART TIME /CASUAL AS REQUIRED

ORGANIZATION

Founded in 2007, Global Emergency Group, LLC (GEG) works with humanitarian actors to improve their strategic readiness and operational response to crises around the world. Our offices are located in Virginia (US), Calgary (Canada) and Dublin (Ireland). We accomplish our mission by providing the highest quality of services in five core business areas:

- *Strategic and Evaluation Consulting:* GEG offers expertise in creating or improving the strategy and permanent structure necessary for humanitarian response. This often includes program or system evaluations of humanitarian operations.
- *Humanitarian Response Services:* GEG provides expertise on the ground supporting humanitarian actors in assessing and analyzing the situation, planning the response and implementing targeted, quantifiable assistance following emergencies.
- *Logistics & Supply Chain Services:* GEG specializes in supporting humanitarian actors in designing, analyzing and operating the permanent and temporary infrastructure required to ensure effective delivery of goods and services in emergency response.
- *Training Services:* GEG offers introductions to the humanitarian response environment (GEG Humanitarian Field Training), on-demand advanced learning modules and tailored trainings run by expert trainers with operational experience.
- *Communications Consulting:* GEG helps humanitarian actors control their image and convey their story to stakeholders. Also, GEG offers specialized services in videography to better communicate key messages.

GEG believes that to have the best services, you need to have the best people. Our culture emphasizes the best of what a boutique humanitarian consultancy firm offers - work hard, get well rewarded, work with people that are incredibly bright and motivated, create real change in the humanitarian industry, own your career development, and be a part of incredibly fulfilling experiences that improve people's lives.

GEG is an equal opportunity employer, recruiting people of diverse backgrounds and experiences. We do not discriminate on the basis of race, religion or belief, color, sex or sexual orientation, age, disability, or ethnic group. All recruitment decisions are made on the basis of qualifications, merit and business need.

For more information on the Global Emergency Group, see our website at: www.globalemergencygroup.com

POSITION

Global Emergency Group (GEG) invites applications for the position of Proposal Writer (Part Time/Casual) to assist in developing project proposals in response to Request for Proposals (RFP), Expressions of Interest (EOI) and other avenues of business development. The Proposal Writer will work with the Business Development Unit at GEG as surge support to the team, on an ad hoc basis.



PURPOSE

To provide the conceptual and technical skills needed to write proposals to secure business to carry out activities with respect to Humanitarian Response, Disaster Relief and Recovery both at the national and international levels.

RESPONSIBILITIES

- To work closely with the Director of Client Engagement and Associates of Client Engagement and other partners to develop proposals based on tender specifications and requirements;
- To develop the proposal to produce a cohesive, credible and coordinated project according to the agreed strategy and methodology as agreed up by proposed project team;
- To identify information gaps blocking proposal completion and secure the necessary information to complete;
- To ensure all project team members are fully aware of what information is needed;
- To provide the Director of Client Engagement and Proposed Team Leader with draft copies of the proposal before final proposal is submitted.
- To work in accordance to the "GEG Way"

EXPERIENCE AND QUALIFICATIONS

- Experience working in a humanitarian-related field with over three (3) years experience in proposal writing, project management or administration;
- Familiarity with requirements of the key donors including UN Agencies (UNICEF, OCHA, UNHCR, etc), National Donors (OFDA, DFID, DFATD) and other funding bodies (World Bank, ADB the EU);
- Good program skills including capacity to prepare logical, coherent and consistent documents including workplans and budget;
- Capacity to work in a multi-sector team including coordinating technical input into the proposal;
- Ability to work with Project members in various locations and remotely in writing and where necessary revising the Proposal;
- Excellent English language written skills
- University degree in Project Management or comparable professional qualification;

APPLY NOW

Applications with recent Curriculum Vitae to be submitted to Jo Fox (Jo.Fox@globalemergencygroup.com) Director, Resources, Communications & Special Projects, by Friday, September 29, 2017.

Only short-listed candidates will be contacted.