

## Programme Development Officer

### HealthNet TPO Amsterdam

#### General Context

HealthNet TPO (HNTPO) is an international non-governmental organisation with roots in the Netherlands. It operates in Afghanistan, Burundi, Colombia and South Sudan, supporting the health and mental health of people living in fragile and conflict settings. The main area of expertise is mental health and psychosocial support (MHPSS). HNTPO intends to integrate and mainstream MHPSS within all of its programmes and aims to increase its position as a leading organisation on this topic.

**Our vision** is a world in which people in fragile and conflict settings can actively contribute to rebuilding their own lives, health and wellbeing.

**Our mission** is to facilitate and strengthen communities and help them to regain control and maintain their health and wellbeing. We are convinced that even the most vulnerable people have the inner strength to (re)build a better future for themselves.

The organisation's head office is based in Amsterdam. After restructuring the Amsterdam office in 2019, its role focuses on providing strategic guidance and support to the HNTPO country offices in Afghanistan, Burundi and South Sudan. The organisation strategy (2019-2023) guides this process. Currently the office in Amsterdam consists of 7.8 FTE excluding interns and volunteers and more than 5000 employees in the project countries. Within the Amsterdam office are the departments of operations, finance, research and development, and communication.

#### Purpose of the position

The Programme Development Officer will actively contribute to writing winning project proposals.

#### Place in the organisation (reporting lines)

The Programme Development Officer reports to the Programme Development Coordinator and supports the acquisition efforts in the field offices in close collaboration with the Country Directors. This is a full time position. Up to 30% may be required for travel to respective country offices, with a focus on Burundi and South Sudan.

#### Key accountabilities and responsibilities

##### Donor and partner engagement

- Identify new and potential funding sources and streams at an international level while ensuring appropriate interactions and communications with field offices, donor representatives/offices in country, and partner organisations.

##### Proposal development

- Initiate, coordinate, participate in and oversee proposal development including:
  - Ensure that proposed action is in compliance with the donor's strategic focus and overall priorities, including compliance guidelines;
  - Develop proposal preparation time plan, constitute and lead a team of staff in preparation and production of proposals, consequently develop either full proposals or their parts based on the agreements;
  - Coordinate and actively contribute to the writing process, develop the theory of change and logical frameworks as required by the donor;
  - Ensure timely submission of complete proposal and annexes;
  - Coordinate the application processes and replies to questions regarding bid management;
  - Liaise with consortium partners for proposal development

### **Support country offices**

- Maintain relationships with donors and partners at a country and regional level in close collaboration with the country office staff;
- Work together with the country office staff on development of proposals, theory of change, donor and partner mapping, context analysis, and generic proposals.

### **Skills, knowledge and expertise**

- Advanced University Degree in area related to development cooperation;
- Minimum of 3 years relevant work experience, preferably with international projects;
- Knowledge of institutional fundraising including large institutional donors (e.g. World Bank USAID, EU, DFID, etc.);
- Experience in developing Logical Framework, PCM, M&E framework and Theory of Change;
- Proven track record of writing skills;
- Excellent **English** and **French** writing skills, including proposal writing;
- Ambition, drive and passion to further develop and champion effective practices in the area of expertise throughout the organisation.

### **Competencies**

- Analytical capacity with the ability to understand the essence of (complex) issues through logical reasoning, the ability to separate primary and secondary issues and the identification of linkages;
- Networking skills to organise knowledge networks and exchange;
- Excellent communication skills: you are clear, convincing, diplomatic and have the ability to motivate others. You are sensitive to differences in culture and educational backgrounds;
- Entrepreneurial skills: you are adaptable, creative, flexible and know how to exploit your knowledge and the knowledge of your colleagues to create new opportunities.

### **Additional job specific information**

- Initial duration is 12 months;
- Position will include up to 30% on field missions;
- Attractive remuneration package including travel expenses;
- Working as part of small, motivated team;

To apply, please send your CV and application letter (including your motivation), maximum of two pages per document to: [recruitment@hntpo.org](mailto:recruitment@hntpo.org) by **01-07-2022**.  
When applying, please include the following title in the email subject line: **Programme Development Officer**.

