



Post Title: Donor Policy Specialist, Programme Funding Team

Reports to: Director of Programme Funding Team, External Relations Office

Duty Station: Geneva

Date issued: 4 May

Closing Date: 25 May

Level: Work level: 2

Career step: 3

Purpose:

Provide ongoing support to the Programme Funding Team (PFT) for strategic research and monitoring of donor profiles, policies and commitments to (health) aid and to GAVI.

Main duties/ Responsibilities:

Donor monitoring and research:

- Conduct research on donor profiles and policies for assigned donor governments as requested by PFT senior managers, for example as input for internal briefing notes (e.g. summarise OECD DAC donor peer reviews or latest ministerial speech on global health, retrieve biographies of key decision-makers, etc.).
- Support compliance with selected donor grant agreements, e.g. prepare specific progress reports as may be required by donors.
- Maintain and update PFT database for assigned donors (e.g. key decision-makers in government, parliament, NGOs, think tanks, academia; dates of federal elections; political coalitions; etc.) to serve as background for individual donor strategies.
- Provide other support to senior managers for fundraising and donor relations activities as required.



Support and monitor progress of resource mobilisation strategy:

- Track donor contributions; manage and continuously update a donor table for the GAVI website, progress report and other GAVI publications.
- Monitor spending on aid and health by assigned donors (current and potential).
- Support the development of materials for the implementation of the Resource Mobilisation Strategy including donor contribution scenarios.

Minimum requirements:

Academic:

- University degree in economics, political science, international relations or similar

Experience:

- At least 2-3 years relevant work experience (development cooperation, resource mobilisation and / or global health related)

Skills/competencies:

- Strong familiarity with political institutions and governmental decision-making processes in donor countries.
- Knowledge of global development financing and OECD/DAC reporting systems.
- Proven skills in data collection and analysis.
- Knowledge of development cooperation architecture a plus.
- Demonstrated ability to absorb and understand new information rapidly.
- Good team working skills, and results focus.
- Ability to adapt and work within a multicultural, multilingual, multidisciplinary environment.
- Computer skills, including internet navigation and various office applications.
- Strong communication and presentation skills.



Languages:

Fluency in English. Other languages an asset.

Remuneration:

Competitive compensation

Remarks:

Please send your application directly to: recruiting@gavialliance.org by the closing date and mention 'Donor Policy Specialist' in the subject of the email. Only short listed candidates will be contacted.