

Person specification:

Senior Advisor, Programme Design and Development

Introduction

At MSI, our mission, 'Children by choice, not chance', is at the heart of everything we do. This means that we need every single one of our team members to be supportive of the work MSI does.

We want individuals who truly believe in our mission and who can clearly describe how and why they feel that what MSI does is important. To achieve this, every candidate is given the opportunity to provide their thoughts and opinions on our mission statement in the online application form. We only consider applications from candidates who are absolutely aligned with MSI's mission and the work that we do to achieve our aims.

For this reason, only **fully pro-choice candidates** will be considered for any role within MSI. Please ensure that you read the MSI Candidate Pack carefully, prior to submitting an application.

Key skills

To perform this role, it is essential that you have the following skills:

- Proven track record of writing and managing complex, high-value, and/or multi-country proposals and securing grants and contracts from donors, foundations, and trusts;
- Proven relationship building skills and ability to work jointly and effectively in cross-cultural settings and with a wide variety of stakeholders;
- Fluency in spoken and written French, ability to write at a professional level
- Demonstrate confidence in handling difficult situations
- Solid analytical skills and ability to present complex concepts in clear and concise formats;
- Exceptional problem solving abilities and ability to perform confidently under pressure;
- Ability to take initiative and achieve results with limited supervision;
- Strong attention to detail and follow-up;
- Excellent people and negotiation skills;

Key experience

To perform this role, it is essential that you have the following experience:

- Demonstrated experience working in business development in international development or the humanitarian sector.
- Experience in proposal writing and development for institutional donors, included demonstrated experience with USAID;
- Proven experience in managing complex proposal processes with multiple stakeholders under tight deadlines;
- Proven experience in strategic planning and programmatic design;
- Experience developing and reviewing budgets;
- Experience and demonstrated ability to manage a heavy and fluctuating workload;
- Experience in working with statistical and financial data;
- Proven experience in representing the organisation with donors or other stakeholders.
- Proven experience leading partnership discussions and negotiations.

All MSI person specifications are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI's recruitment process, please do so via email to recruitment@mariestopes.org.

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Formal education/ qualifications

- Relevant Master's Degree (MPH, MA, MBA) or equivalent;
- Outstanding English writing skills. All applicants will be required to undergo a written evaluation as part of the recruitment process.

Personal attributes

MSI is dedicated to equal opportunity for all and recognises that every individual is unique. Whilst we always seek to embrace individual differences and celebrate the diversity of our workforce, we also want to ensure that every team member is suited to their role and that they are given the best opportunity to succeed.

The personal attributes described below have been developed in accordance with the job description and other contextual factors relating to the role and are considered **essential**.

For this role, we're looking for an individual who is:

- Pro-choice;
- Team player, energetic, enthusiastic, and positive;
- Quality-focussed and results-orientated;
- Take initiative
- Highly organised and action orientated;
- Decisive and confident;
- Resourceful and determined;
- Determined to succeed;
- Self-awareness
- Willingness to travel required (approximately 10% travel).

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.