



## 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:

- Excellent verbal and written communication skills and ability to organise and present information in a compelling way
- Ability to design, implement and monitor effective project management
- Understanding of, and ability to write and edit donor proposals and reports
- Understand, analyse and interpret data for reporting and decision making
- Knowledge of government donor regulations, policies and procedures
- Knowledge of budget tracking and monitoring
- Good written and spoken French

## Key Experience

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

- Knowledge of sexual and reproductive health and rights (gained through work, study or voluntary work).
- Demonstrated administrative, finance and programme management experience.
- Previous experience of working in a donor support role.
- Experience of working in an overseas location.

## Formal Education/qualification

- None Specified



*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.*