

JOB DESCRIPTION

COUNTRY: Senegal
ASSIGNMENT TITLE: Business Development Intern (BDI)
POSITIONS OPEN: 1
LENGTH OF ASSIGNMENT: 7 Months (May 30th - December 30th)
LOCATION: Dakar

Organization Background

Name: Catholic Relief Services (CRS)
Type: International NGO
Country Representative: Carla Fajardo
Business Development Specialist (Intern's Direct Supervisor): Dieynaba Diallo

ORGANIZATION'S MISSION, GOALS/OBJECTIVES AND ACTIVITIES:

CRS began working in Senegal in 1960 in humanitarian relief. CRS employs an integrated approach to help vulnerable people lead full and productive lives. We reach over 110,000 people per year in 13 of the 14 regions in Senegal through programs on food security, livelihoods, resilience, agriculture, nutrition, health, and peacebuilding. We implement programs in partnership with a variety of stakeholders, including national and local governments, international NGOs, and local organizations. Our priorities include the following areas:

- Food security, Livelihoods and Resilience
- Agriculture and Value Chain Development
- Nutrition and Community Health
- Peacebuilding
- Microfinance
- WASH
- Youth Employment and Entrepreneurship
- Migration Initiatives

Position background and purpose

Background: The BD intern will work with the Business Development Specialist (BDS), the Head of Programs (HoP), the Finance Manager and relevant Program Coordinators and Managers (PMs) in all phases and aspects of identifying and positioning for opportunities and of producing high quality applications for donor funding, with a heavy focus on research and writing. In addition to these tasks, the intern will assist with office operations, communications, and reporting.

Purpose: To provide the intern with a professional development opportunity and exposure to international NGO work emphasizing program funding, program development, project design, project budget, stakeholder interaction, and office operations.

Other stakeholders involved: Underpinning all of CRS' work in Senegal is a concerted commitment to partnership. Across sectors and activities, CRS/Senegal works closely with its diocesan partners, the national government of Senegal, NGOs and community members. All CRS/Senegal programming is carried out in strong collaboration with a number of implementing partners including national Caritas in Senegal, the diocesan caritas including Kolda, Tambacounda, Saint Louis, and Ziguinchor and a number of small community based organizations (CBOS), local NGOs (Ndeyi Jirim, AMAD, NAFORE and Women's Platform for Peace in the Casamance) and the Governments and relevant Ministries of each of the countries where we operate.

ROLES AND RESPONSIBILITIES OF INTERN

The BDI will closely assist the team in CRS' competitive positioning for and pursuit of institutional donor resources, with an emphasis on competitive funding mechanisms, through opportunity research and planning in

Senegal and the other 3 countries under the CP (The Gambia, Mauritania and Guinea Bissau). He/she will assist in updating the business pipeline and capture planning documents as relevant. With a core function of researching opportunities, updating pipeline and serving as lead writer in the production of high quality applications for donor funding, this position will assist across the BD cycle.

Job Responsibilities

Prepositioning

1. Research new funding opportunities, competitive intelligence
2. Support effective internal communication and information management processes to ensure access and use of BD information by relevant stakeholders within the CP, including updating the opportunities matrix as advised.
3. Work with the BD Specialist, and HoP to identify international partners
4. Work with the country programs' functional teams to develop appropriate donor materials and gather donor intelligence
5. Support the country programs' opportunity pipeline tracking and analysis, including portfolio trends, proposal submissions and performance, and growth projections (with BDS and HoP).

Capture Planning and Proposal and Concept Note Development

6. Contribute to capture planning, proposal development, proposal review, and after-action review.
7. Assist the country teams to manage proposal processes, often as the Lead Writer, to ensure timely submission of high quality proposals that are responsive to and compliant with donor requirements and with CRS technical application and cost application standards. This includes budget development, non-technical proposal writing, and/or editing/packaging as part of proposal team.
8. Provide internal reviews of technical and cost applications prepared by other staff, reviewing for clarity, presentation, and in coordination with the BDS, HOP and Finance Manager.

Documentation of results, reporting and marketing

9. Conceptualize and contribute to the production of appropriate marketing materials for the CRS portfolio in collaboration with programming and administrative staff. This is likely to include donor material (sectoral and/ or geographic focus brochures, project fact sheets, past performance documentation, and others.

The above list is not exhaustive, and intern will be expected to perform other duties as assigned.

QUALIFICATIONS

- Excellent written and oral communications skills in French and English;
- Demonstrated interest in a career in international development and/or grant writing;
- Experience living and working in Senegal
- Strong computer skills, including Microsoft Word, Excel, PowerPoint and internet usage;
- Strong research skills, including internet research; ability to determine reliable sources;
- Ability to work independently, meet deadlines, and prioritize tasks;
- Ability to maintain open lines of communication with CRS staff (i.e, ask for clarification, and obtain feedback);
- Self-motivated, culturally sensitive, respectful, patient and diplomatic;
- Ability to be flexible and able to take initiative with minimal supervision.

WORKING CONDITIONS

The intern will be based at the CRS office in Dakar. With CRS, the intern will have a normal work week (approximately 8am – 5pm). The position will require travel in the field to support proposal design workshops and to work with staff in our 2 sub offices along with The Gambia country office. CRS will provide the intern with a computer, desk and office space, along with hotel and travel per diem.

ORIENTATION:

CRS will provide an orientation to introduce the intern to key staff members, to discuss internal policies and procedures and to review the organization's general safety and security guidelines.

SAFETY AND SECURITY:

The intern will receive a comprehensive safety and security briefing during orientation with CRS. It is critical that the intern use common sense and follow CRS' established security guidelines.

VI. APPLICATION:

All interested applicants must submit a complete application package which includes a cover letter, a detailed resume (with 3 references) at this email address: SN_HR@global.crs.org or at the postal address BP: 11175 Dakar, before **June 11th 2018 at 16h00**. Only selected candidates will be contacted.

Disclaimer: This job description is not an exhaustive list of skills, work, duties and responsibilities associated with the workstation.