



HPP-Congo

HUMANA PEOPLE TO PEOPLE CONGO

HPP-Congo

AVIS DE RECRUTEMENT

OFFRE N°12/HPP-Congo/2023

HPP-Congo seeks English Language Proposal Writer

Job title:

Proposal Writer

About the position:

HPP-Congo seeks an experienced Proposal Writer to be part of HPP-Congo's Partnership Team. S/he must have experience in grant process from the United States government (USG) and other donors. The successful candidate will have a sound track record in writing and developing USG proposals, including experience writing and developing complex proposals from start to finish. The Proposal Writer must be self-driven, highly organized, able to juggle multiple priorities at the same time and manage the entire proposal development process.

Tasks in addition to proposal writing include, but are not limited to:

- Collecting needed data and information, mapping existing projects and organizations, and establishing measures for success in proposal development;
- Analysing new opportunities as they come out;
- Carrying out all needed steps to develop highly competitive strategies for opportunities;
- Developing teaming agreements with partners;
- Preparing for and participating in relevant donor, partner and stakeholder meetings;
- For approved proposals, preparing handover documents about the approved activity. Supporting and following up during the 3-month start-up period to ensure a successful hand-over from proposal to project teams and write or qualify project progress reports.

About HPP-Congo:

HPP-Congo is a non-governmental Congolese association established in 2006 working in the areas of education, health and well-being, community and youth development and environment and sustainable agriculture. At the core of HPP-Congo's mission is promoting the social and economic development of the most vulnerable people in the society with special attention to children, orphans, women and girls. Our vision is to build a better future, where every human being, regardless of their gender, race, creed, nationality, and origin, physical or mental state, has the same rights to life, treatment with dignity, rights to expression and choice, safe and secure livelihoods to pursue their dreams and realize their full potential.

All of HPP-Congo's programmes use a holistic and inclusive approach that puts people at the centre and as actors in development. The central role given to people, in particular the most vulnerable groups, is a fundamental value of HPP-Congo towards the achievement of sustainable development. Thus, the focus of the majority of HPP-Congo's work is the grassroots level, working among the people, for the people and with the people.

For more information about HPP-Congo's work and programs, please see HPP-Congo's web site: www.HPP-Congo.org

Experiences required:

- Strong proposal writing and negotiation skills;
- Ability to handle the entire proposal development process in a systematic manner;
- Minimum 3-years proposal writing experience, especially US Government (USAID and/or CDC) and international NGOs.
- Results driven with strong analytic and strategic working capacity;
- Excellent writing and communication skills in English and a good level in French;
- A good understanding of the health context and health systems in the DR Congo;
- Technical experience in HIV, TB, Malaria and nutrition – would be an advantage.
- Previous project management experience would be an advantage;
- Strong, cooperative team player;
- Flexible and easy to work with and able to work under pressure without compromising work environment and products;
- Has a passion for improving the health and wellbeing of Congolese people.

Qualifications required:

- Bachelor's or Master's degree in international development, communications, or related field;

Start date for candidates: 3rd October 2023

End date for candidates: 16th October 2023

All interested candidates should send a letter of interest and a CV to the email addresses: recrutement@HPP-Congo.org and B.S@HPP-Congo.org



Kinshasa, October 2, 2023