



Job Description for Proposal Writer (PW) – Home Based

About Global Refugee Initiatives (GRI)

Global Refugee Initiatives (GRI) is a humanitarian NGO with offices in Kampala and Kiryandongo Refugee Settlement in Uganda.

GRI aims to ensure that funding for its programs are spent in ways that maximize its impact, by partnering with other stakeholders and local actors.

The focus areas of our programs are strategic education services, health services enhancement and management, psycho-socio support, community health, human rights protection, and livelihoods.

Responsibilities of the Proposal Writer

The Proposal Writer (Volunteer) will explore funding opportunities and will take the lead in developing and writing project proposals based on donor requirements, thereby submitting winning proposals. The PW will mainly focus on the areas of education, psycho-socio support in schools, capacity building, community health and access to justice. Ability to write persuasively and articulately are essential. Additional duties may include meeting with donors and presenting projects in order to persuade funding. She/he will work closely with other team members based in Uganda and abroad. In case of successful proposals resulting in the securing of funds, the PW will receive a commission that will be agreed upon during the interview.

Specific activities:

- Review and identify Request for Proposals (RFPs) by conducting regular web-based research to explore RFPs and funding opportunities.
- Review identified RFPs with GRI supervisor and proposal team to decide which proposals to submit, developing the project proposals as per the requirement and donor.
- Ensures a high-quality submission by following proposal-writing standards with emphasis on readability, consistency, and tone.

- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals.
- Maintains internal proposal database
- Assists in improving proposal writing abilities by evaluating and if necessary, re-designing processes, approach, coordination, and establishing templates, implementing any necessary changes.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.

Required Qualifications:

- Graduate or master's degree in social science, political science, economics, Journalism, Communication & Marketing or a similar field, with a minimum of 4 years' experience with international organizations, international postings, or managing projects. Familiar with project design and implementation. Knowledge of East Africa is an advantage
- Fluent in English both written and spoken, should be able to demonstrate his/her ability to translate complicated ideas into language easily understood by others. French would be an asset.

Terms of the Contract:

- Please note that this is initially an unpaid part-time position
- Time Commitment: minimum of 2 days/15 hours per week working from home or remote distance.
- GRI is an Equal Opportunity Employer, all qualified applicants will be considered for this opportunity without regard to age, colour, religion, gender and origin Interested candidates are invited to send applications with CV/resume and letter of motivation to: recruitment@griuganda.org

To learn more about GRI, please visit our website: www.griuganda.org