Terms of Reference – Innovation Officer
Global South Talent Pool
1-April 2025 – 31 December 2025

Position: Innovation Officer
Duration: 9 months
Start date: April 1, 2025

ABOUT GRP

In 2014, the Global Resilience Partnership (GRP) was established to advance resilience. Today, this need is greater than ever. While the magnitude of global challenges has escalated, there are tremendous opportunities for transformation towards sustainable and resilient futures. We remain steadfast in our belief that the only way to tackle these challenges and grasp the opportunities is through partnership. GRP surfaces, tests and nurtures resilience solutions through designing and running innovation challenges.

ROLES AND RESPONSIBILITIES

GRP is looking for an innovation officer who will work as part of the GRP secretariat. The GRP Secretariat is a diverse international team that convenes and catalyses actions by the Partners. The position will be remote (home-based). This position will support GRP's Innovation work and report to the Innovation Lead. The roles and responsibilities are as follows:

1. Support the due diligence process for Challenge winners
2. Provide support for contracting, disbursement, and follow up, of Challenge winner grants
3. Provide administrative, financial and logistical support for GRP innovations work
4. Provide support in preparing donor reporting and coordinating submission, archiving and initial review of grantee reports
5. Actively engage with partners and grantees in Innovation activities, through leadership academy, direct mentoring, and match making between grantees and potential partners
6. Support in developing knowledge reports and maintaining a database of projects
7. Facilitate project management, assist with fundraising, and support procurement and budgeting processes as required
8. Support the design of programmes and proposals (challenge funds, private sector engagement) in the themes and regions GRP is active in

QUALIFICATIONS

1. Minimum 3 years of experience in development program management
2. Completed degree in a relevant discipline (Master level preferred)
3. The candidate should be a national of a country eligible for Official Development Assistance as defined by the OECD-DAC
4. Experience designing and running challenge funds, including mentoring, project management, contracting, reporting and due diligence
5. Experience of mentoring projects and start-ups, including leadership training
6. Interest in and good clarity of resilience and international development cooperation
7. Adaptive, independent, and works well as part of a multi-disciplinary, remote, dispersed, and fast-paced team- outstanding communication and leadership skills, attention to detail
8. Excellent ability to express themselves in English, both orally and in writing, additional languages will be an asset

TERMS OF THE CONTRACT

The work related to this TOR will commence on 1 April 2025 and finish on 31 December 2025. The period of the contract will be for 9 months, with a one-month probation period. There is potential for renewal depending on performance and availability of funding.

This is a full-time contractor position with 40 hrs work per week. GRP has a generous leave policy and the contract includes flexible leave days. The expected compensation range is USD 2,000.00-2,500.00 per month, the final rate will be based on qualifications of the selected candidate. The candidate should have access to a computer, phone and internet connection. The monthly rate is inclusive of the compensation for using own work equipment.

GRP strives to be a workplace free from discrimination and with equal opportunities for all.

LEAD CONTACT
For questions please contact Gerald David (gdavid@globalresiliencepartnership.org). Interviews will take place from 24 to 28 February. To apply, please upload your C.V. (2 pages MAX) and cover letter (1 page MAX) to this google form.

We look forward to receiving your application! **Apply by 14 February 2024**