



+Fajara F Section  
P.O. Box 339 - Banjul  
The Gambia  
wassukafo@gmail.com  
[mgf.uab.cat](mailto:mgf.uab.cat)

**POSITION: GRANTS COORDINATOR**

**LOCATION: THE GAMBIA**

**BEGINNING: Immediately**

Wassu Gambia Kafo (WGK) is a scientific based initiative, established in The Gambia, as one of the two research and training field stations of the *Transnational Observatory for the study, management and prevention of female genital mutilation*, hosted by the Wassu-UAB Foundation at the Universitat Autònoma of Barcelona in Spain.

WGK's main objective is to foster cooperation for development between The Gambia and Spain, in the field of health, gender and human rights, through an innovative methodology of applied research and transfer of knowledge, in cascade.

The organization is recruiting a **GRANTS COORDINATOR** who will be responsible for the preparation of funding proposals and reporting to donors in The Gambia. This is an office-based position with occasional travel to project sites.

**SPECIFIC DUTIES**

1. Draft and edit concept notes and project proposals for fundraising.
2. Monitor and communicate potential funding opportunities, becoming aware of the diverse donor strategic, programmatic and technical requirements.
3. Support the preparation of planned activities as per the terms of reference of each awarded grant/contract.
4. Prepare and submit high-quality narrative and financial reports, ensuring compliance with donor reporting guidelines, particularly the European Union.
5. Prepare and submit all relevant supporting documents attached to reports.
6. Produce periodical internal reports following-up on the implementation of ongoing projects.



+Fajara F Section  
P.O. Box 339 - Banjul  
The Gambia  
wassukafo@gmail.com  
[mgf.uab.cat](mailto:wassukafo@gmail.com)

#### **KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES**

- ✓ Master's degree in Cooperation and/or Development Studies.
- ✓ Experience in Project Cycle Management in the field of Development.  
Experience in Africa will be an advantage.
- ✓ Strong experience in fundraising through proposals writing, particularly using the logical framework approach and including project budgeting.
- ✓ Excellent writing skills in English and Spanish. French and Catalan will be an advantage.
- ✓ Ability to manage multiple tasks/responsibilities autonomously.
- ✓ Strong interpersonal skills, self-motivated worker and good team player.
- ✓ Respectful and ability to handle culturally sensitive issues in a tactful way.

If you are a highly motivated person, interested in this challenging position based in The Gambia, please send your CV and cover letter to [wassukafo@gmail.com](mailto:wassukafo@gmail.com) by **April 1<sup>st</sup> 2019**. Only shortlisted candidates will be contacted for interview.