



Broad & Gurley Street Raymond Building 2nd floor Monrovia Liberia - West Africa.

The Partners in Sustainable Development Initiatives (PSDI) is a legal national civil society advocacy, capacity-development organization based in Monrovia that supports a wide range of humanitarian projects. PSDI focuses on domestic tax governance and committed to conducting business in compliance with all applicable laws, rules, and regulations, and in accordance with the highest standards of business ethics. Our approach is based on promoting a patriotic and nationalist sense of transparency and accountability programming committed to sustainable development initiatives through empowering citizens, galvanize support for ambitious new ideas and promote more impactful initiatives and projects for nation building. At every stage of our intervention we **monitor, evaluate and learn** what works, when, how and why by sharing knowledge across country with other partners and support adaptive learning in the transparency and accountability space under six pilots: LISTEN, PARTNER / COLLABORATION, DEVELOP, IMPACT, MEASURE and LEARN

PSDI is seeking an experienced and talented **Project Proposal Developer Officer** to assist the organization development team in the writing of winning proposals for international development projects. We are looking for people with an appreciation and respect for different people and ideas, and the energy and expertise to help tackle the most important challenges in domestic tax collection domains. In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best. This is our pledge to you.

Deadline: July 31, 2018

Submit application to: psdiliberia1@gmail.com

Job description and duties:

Responsibilities:

- Serve as the lead writer for the technical approach areas related to sectors in which eligibility works for call for proposals;
- In collaboration with technical team, support the development of the technical strategy at capture meetings;
- Engage the technical team to become familiar with the subject matter; critically evaluate proposed solutions to identify weaknesses and suggest areas for improvement;
- Participate in win strategy/theme development;

- Work with the technical team to translate technical solutions into a clearly articulated, compelling, and compliant proposal document that is well written;
- Develop proposal content that addresses the requirements outlined in the solicitation, scores well in terms of the evaluation criteria, and incorporates win themes developed by the proposal team;
- Work with team on effective graphics for inclusion in the proposal;
- Revise drafts in response to feedback and comments in collaboration with the proposal team.

Minimum Tangible Qualifications:

- Minimum of five years' experience writing successful proposals to USAID and/or other donors across multiple technical areas;
- Strong technical writing and editing skills;
- Exceptional conceptual, analytical, writing and editing skills, including the ability to synthesize large amounts of information into concise narratives;
- Knowledge of competitive proposal processes and the role of a proposal writer in those processes;
- Strong organizational management skills, including the ability to prioritize tasks, time management, adherence to tight deadlines, and the ability to handle multiple activities;
- Strong MS Word, Excel, PowerPoint, and other computer skills;
- Excellent written and oral communications skills and fluency in English;
- Ability to multi-task, manage deadlines effectively, and demonstrate flexibility in a fast-paced environment.

Preferred Qualifications

- Technical knowledge and understanding of one or more of the following technical sectors: domestic tax governance, agriculture and food security, education;
- Knowledge and understanding of cross-cutting requirements in international development, including monitoring and evaluation and local capacity building;
- Experience in field-based positions in international development.

N.B: The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

If you are interested in the position and have the right skills and attributes, please send your CV (in English) and motivation letter of 350 words or less to: psdiberia1@gmail.com

Please note that ONLY SELECTED CANDIDATES will be contacted for an interview.

Female candidates are highly encouraged to apply