



Opportunity Type - INDEPENDENT CONTRACTOR – Grants Specialist Assistant

Doctors of the World USA (DoTW) is seeking a Grants Specialist Assistant to support the full-time office Grants Manager with pre-award, award and post-award processes for USAID/BHA grant awards. The focus is specifically, but not solely, on USAID/BHA and other USG agency grants, such as Department of State's BPRM.

About Doctors of the World USA

Doctors of the World (DotW) is the US chapter of the Médecins du Monde (MdM) International Network, a global health and humanitarian organization with a focus on human rights that provides emergency and long-term medical care to vulnerable populations while fighting for equal access to healthcare worldwide. DotW is a small but growing organization with increasing influence in the MdM International Network.

Doctors of the World values healthcare as a fundamental right and is committed to improving access to quality medical services for populations affected by systemic inequities including poverty, lack of access to healthcare, housing and education, conflict, or natural disasters. DotW provides services under all circumstances, regardless of gender, race, ethnicity, religion, age or political beliefs. DotW bears witness to health inequity worldwide. Globally, our network has deep expertise in five main program pillars: sexual and reproductive health and rights; migrants and refugees; mental health; harm reduction; and disaster response.

Position Summary:

The Grants Specialist Assistant (contractor) will report directly to the development unit Grant Manager of DoTW. The Grants Specialist Assistant will support during multiple stages of the grant cycle. This will include revising/editing proposal document sections, ensuring all required annexes are complete as required by the donor during proposal/modification submissions, review programmatic reports to ensure they meet donor guidelines, and review budgets of proposed projects to determine reasonableness, allowability and allocability of costs.

Essential Position Responsibilities:

Scope of Work will vary according to specific funding opportunities, but will likely include:

- Review and revise/edit new proposal/modification document drafts.
- Review donor report documents (i.e., semi-annual program reports).
- Review grant award detailed budget expenses to conduct cost analysis.

Required Knowledge and Experience:

- Experience working with USAID, US Department of State, other US agencies or NGOs in humanitarian and emergency settings.
- Experience in assisting the proposal development process for USG funding and an understanding of the contents of the proposal package content(s).
- Understanding of basic financial accounting and the USG financial reporting systems.
- Ability to meet short deadlines is critical.
- Languages: Fluent spoken and written English required; working knowledge of or fluency in French is a bonus.

Job location: Remote

Position type: Consulting

Availability: 3 May 2021

Duration: 3 months, with the option for contract renewal

Hours

20-30 hours (maximum per week), although may vary based on the volume of work available, funding opportunities and the time of year.

DoTW will pay the Contractor an agreed consultation fee for the work performed.

Independent Contractor Agreement

Signature required on Independent Contractor Agreement which will be provided upon acceptance of the position.

No Benefits

Doctors of the World USA and the Consultant agree that the Consultant will receive no Company-sponsored benefits from the Company where benefits include, but are not limited to, paid vacation, sick leave, health and medical insurance and 401K participation or other fringe benefit plans. If Consultant is re-classified by DoTW, a state, federal agency or court as the Company's employee, the Consultant will become a re-classified employee and will receive no benefits from the Company, except those mandated by DoTW, state or federal law, even if by the terms of the Company's benefit plans or programs of the Company in effect at the time of such reclassification, Consultant would otherwise be eligible for such benefits.

To Apply:

Send cover letter, resume and salary requirements to jobs@doctorsoftheworld.org with "**Grants Specialist Assistant**" in the subject line. Visit our website, doctorsoftheworld.org for more information about the organization. No phone calls, please. Doctors of the World USA is an Equal Opportunity Employer and strongly encourages Black, Indigenous, People of Color, women, disabled and LGBTQ people to apply.