

JOB RE-ADVERTISEMENT

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| Job title: | Senior Grants Officer |
| Duty Station | Juba |
| Reports to: | Civil Engagement Director |
| Starting date: | Immediate |

Democracy International (DI) seeks to hire a Senior Grants Officer for its USAID-supported Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive and accountable governance. The Senior Grants Officer will be responsible for managing the sub-grants management and monitoring mechanism and the training and capacity building of grant recipients. This position will be responsible for the overall management of grantee performance. The Senior Grants Officer reports to the Civic Engagement Manager and will provide oversight to two or more staff. This will be based in Juba, South Sudan and will include regional travel. Please note that proof of South Sudanese citizenship is required.

Key Responsibilities:

Reporting to the Civic Engagement Manager (CEM), primary responsibilities of the Senior Grants Officer position include:

- Responsible for managing all programmatic and financial aspects of sub-grants and small grants awarded through the project;
- Track and manage financial and contractual grant aspects and assist in due diligence activities or pre-award surveys of grantees;
- Ensure timely project reporting on grant activities performed including Success Stories and grantee reports;
- Ensure quality information management through regular maintenance of grant files, grants database, reporting calendars, and timely submission and updating of internal grant documentation;
- Review grant concept notes and work with grantees to develop relevant activities and budgets;
- Manage all in-kind grants and coordinate with the Procurement and Operations department accordingly;
- Supervise and effectively manage two or more persons in a Grants Team;
- Collaborate throughout the project team to develop sub-grants and small grants that achieve development results and meet project performance indicators and targets, while also building the capacity of recipients to manage activities;
- Recommend organizations to management increasing amounts of funds and to be candidates for USAID Transitional Awards;
- Provide training on grant procedures and policy guidance and interpretation for program staff and sub-grantees to ensure adherence to grant management procedures;
- Build the capacity of grantee organizations to ensure successful grant project implementation;
- Work with the Project's Finance Team to review and analyze budget estimates and invoices for allocability, allowability, and reasonableness;
- Ensure pre and post-award management in accordance with relevant regulations, including but not limited to reporting, audits, etc. in accordance with USAID and project policies, and procedures, and;
- Provide input to the development of M&E tools to ensure compliance with project objectives;
- As requested, assist in managing and organizing VIP visits to project sites and meetings; and
- Other duties as required.

Qualifications:

- Completed University Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field.
- 4+ years of grant management experience, specifically on preparing, negotiating, implementing, monitoring, and evaluating grants and working with local recipients;
- Experience and technical expertise working with community-based organizations and NGOs;
- Prior USAID grant management experience required;
- Relevant higher degree required; and
- Professional fluency in English required.

Interested candidates should submit their applications clearly indicating the position they are applying for and updated CV. This should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date 20th May 2016 either by email to DI.SSudanjobs@gmail.com or through Hand delivery to HR Manager, Democracy International, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Please Note: This position is open to South Sudanese Nationals Only. DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.