



IMA World Health



VACANCY ANNOUNCEMENT

POSITION TITLE: GRANTS MANAGER RAPID RESULTS HEALTH PROJECT (RRHP)

NUMBER OF VACANCIES: 01(ONE)

DUTY STATION: JUBA, SOUTH SUDAN

CONTRACT LENGTH: 6 MONTHS

REPORTS TO: Finance Director

Summary:

Under the supervision of the Finance Director, the Grants Manager oversees and administers the program's sub-grants portfolios. This position will design and implement systems to ensure transparency, competition, documentation, and cost analysis. With strong expertise on World Bank/Ministry of Health (MoH) rules and regulations, s/he will provide support to various functions of the project, including soliciting input from technical specialists for the overall management and administration of the Rapid Results Health Project (RRHP)'s subgrants portfolios.

Responsibilities:

- Establish and maintain systems and procedures for RRHP subgrantee processes;
- Utilize IMA required templates to issue and amend sub-grants for the RRHP.
- Negotiate acceptable terms and conditions with subgrantees and seek approval from Chief of Party and the Senior Director of Grants and Contracts for any terms that deviate from IMA policies and required templates
- Review all scopes of work and specifications to be incorporated into vendor agreements and grants proposed by project technical staff for contractual consistency, accuracy, and compliance with IMA World Health policies and World Bank/MoH regulations;
- Liaise with subgrantees, including generating scopes of work to order their services and routing of their invoices to technical managers for approval prior to payment
- Follow with Ministry of Health and World Bank payments for the contractor
- Monitor subgrantees in the requirements of proper project management in order to adhere to World Bank/MoH and IMA World Health regulations and policies and performance, and initiate corrective action if performance falters;



- Lead capacity assessments of all subgrantees, evaluate associated risks and initiate action to mitigate risks;
- Manage and coordinate collection of complete supporting documentation consistent with World Bank/MoH requirements and IMA's policies, evaluation of offers/bids, and negotiation/award of grants.
- Advise RRHP team members on matters related to preparation and administration of sub-awards
- Support activities of Finance staff in the areas of fiscal management, audit, and financial reporting for all sub-awards.
- Develop and maintain a comprehensive knowledge of related regulatory, statutory and administrative requirements, particularly with respect to Government of South Sudan laws and regulations, and the World Bank for RRHP
- Prepare bimonthly financial reports.
- Other responsibilities as assigned

Qualifications:

- Bachelor's Degree in finance/accounting or related field, advanced degree preferred;
- Professional certification (CPA, ACCA, CA, etc) and membership to a reputable accounting body is required.
- Minimum of 7 years progressive work experience in negotiating, awarding, and administering grants under contracts and subgrants, particularly those funded by the World Bank and other foreign governments or multilateral institutions.
- Strong leadership, diplomatic, analytical and organizational skills; demonstrated ability to work both independently and within a team, assess priorities, and manage multiple activities with attention to detail, meeting tight deadlines under pressure
- Significant experience in the development and negotiation of various agreements and contracts, including creative problem solving
- Experience in building capacity of local organizations to adhere to World Bank requirements and regulations is preferred
- Previous work experience in a non-profit organization, particularly in international settings, highly desirable
- Excellent communication skills including written and oral communication and the ability to present to groups of all sizes
- Solid diplomatic skills, including the ability to effectively manage a variety of internal and external relationships, especially relationships with contractors and grantees
- Ability to be flexible and work well under pressure in a fast-paced team environment
- Solid Computer skills-facility with MS Word, Excel, and e-mail/internet software; knowledge of fund accounting software (MIP desirable)
- Self-starter with ability to work independently and part of a team

Contact

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from the previous employer to:

The Human Resource Office IMA or e-mail jubahr@imaworldhealth.org, or hand delivered to the IMA Juba office in Nimra-Talata, Opposite Basketball stadium. Dateline for submission is Friday 12/5/2017 by 5pm Juba Time

NB: Application received later than the dateline will not be shortlisted, only shortlisted candidates will be contacted. Due to urgency of this vacancy announcement IMA reserve the right to fill this position prior to the closing date

This Position is open to South Sudanese nationals only.

