

JOB RE-ADVERTISEMENT

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| Job title: | Grants Assistant (For South Sudanese Only) |
| Duty Station | Juba |
| Reports to: | Senior Grants Officer |
| Closing Date | June 2, 2017 |
| Starting Date | Immediate |

SUMMARY OF JOB PURPOSE:

Democracy International (DI) seeks to hire a Grants Assistant for its USAID supported program in South Sudan, 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 to inform an increasingly stable South Sudan. The Grants Assistant supports the Grants Team that is responsible for the management of multiple grants with local organizations throughout the country. This position will assist the project and team in the oversight and administration of a large portfolio of grants and small awards to local organizations throughout the country.

Job Duties and Responsibilities:

The Grants Assistant will work as part of the Programs team to support activities related to grants. She or he will provide support to the grants team in managing grantee projects and ensuring effective project tracking and implementation. The primary responsibilities of the Grants Assistant include:

- Manage record-keeping and collection and organization of grant files and data relevant to the grants cycle;
- Track proposals submitted by partners and track and input grantee data using the grants management system;
- Provide support to the Senior Grant Officer in conducting pre-award surveys and reporting on findings;
- Assist in any monitoring of activities to ensure they are sufficiently completed by the awardee;
- Work with program team and Senior Grant Officer to prepare solicitations, modifications and memos;
- Coordinate with the Finance team to support the review, verification and auditing of financial records submitted by grantees;
- Contribute to activity reports, including for weekly reports, activity updates, and meeting notes and compiling relevant information as needed;
- Coordinate with Logistics and Operations team to ensure all logistical and travel arrangements are in place for any travel by the grants team, as needed;
- Provide organizational management support for trainings for grantees, including:
 - Hospitality support for attendees, external trainers and consultants;
 - Budget development and completion of pre-event checklists to ensure proper planning;
 - Record-keeping and organization of all relevant program documents.
- Track grantee events and activities and update activity calendar;
- Provide support to the M&E team in tracking data for relevant performance indicators;
- Engage with grantee partners to remain informed of their activities and to ensure effective completion of deliverables;
- Provide support to review grant applications, proposals and budgets and to draft necessary documents related to the agreements;
- Coordinate with the rest of the Programs team to ensure effective planning and achievement of program objectives.

Qualification Required:

- Diploma in Business Administration or related field.
- 1-2 years of experience in an international or local organization in an administrative support positions or similar position;
- Previous experience working with community-based organizations and NGOs; and others in similar field;
- Experience in the usage of computers and office software packages (MS Word, Excel and in handling of web-based management systems;
- Ability to travel as needed throughout the country to support project activities;
- Excellent written and spoken English;
- Fluency in one or more local languages.

Interested candidates should submit their applications clearly indicating the title of the position they are applying for and updated CV which should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date of **June 02, 2017** by email to di.ssudanjobs@gmail.com.

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.

