



Aparua



Catholic Medical Mission Board
Job Advertisement
Grants Manager

Director of Labour

Position Title: Grants Manager
Location: Yambio WES
Reports: Head of Grants and Compliance
Deadline: 27th October 2023

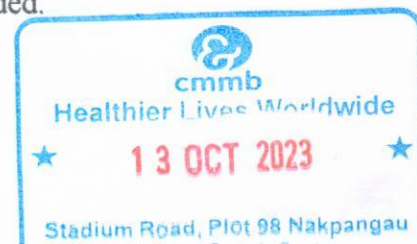
ABOUT CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its Children And Mothers Partnerships (CHAMPS) program. CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels. CMMB also supports Health Information System strengthening through accurate and timely electronic systems, reproducing, and disseminating health registers and training of SMOH data clerks.

KEY RESPONSIBILITIES:

- Maintain accurate and up to date records of every sub-grantee under CMMB South Sudan's program portfolio.
- Lead capacity assessments of all sub-grantees, document the outcomes to ensure an action plan is agreed.
- Lead CMMB's follow-up regarding the action plan and produce update reports to certify progress and highlight remaining areas for focus.
- Work with sub-grantees to they can submit on-time and complete budgets, payment requests, and expenditure retirements.
- Coordinate learning exchanges (virtual meetings etc.) between sub-grantees as appropriate, considering the different roles each one has in CMMB South Sudan's portfolio.
- Give sub-grantees the guidance they need to fully comply with the donor regulations of relevance to their sub-grant. Provide training as needed.





- Develop projections for the grant draw down schedule for each sub-grant and monitor actual draw downs and retirement to ensure they are effectively supporting the workplan.

QUALIFICATIONS & EXPERIENCE:

- Diploma or Certificate in a finance-related field.
- Minimum five years of grant management experience in the NGO sector.
- Demonstrated knowledge of US Govt. rules and regulations pertaining to implementing projects awarded by the US Govt.
- Successful experience proving on-the-job training and coaching in grant management.
- Demonstrated experience in conducting organizational capacity assessments and ensuring follow-through on agree action plans.
- Excellent interpersonal skills
- Excellent verbal and written communication skills.

LANGUAGES:

- Excellent command of written and spoken English
- Fluent spoken Juba Arabic

How to Apply:

Interested applicants should submit their application together with resume/CV including telephone and email contacts of three (3) referees as well as your daytime telephone/cell phone contact number to CMMBSouthSudanjobs@cmmmb.org indicating the position and location you have applied for on the subject line of your email.

Please note:

1. Deadline for receiving application for this position is the 27th of October 2023
2. CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply.
3. Only short-listed candidates will be contacted for assessments.

