

**SUCCESS**Systems to Uphold the Credibility  
and Constitutionality of Elections  
in South Sudan

JOB ADVERTISEMENT	
Job title:	Senior Grants Officer Consultant
Department:	Programs (Grants Unit)
Reports to:	Civic Engagement Manager
Location :	Juba-South Sudan
Supervisor to:	Grants Officer

### I. Background

Democracy International, Inc. (DI) provides technical assistance, analytical services and project implementation for democracy, human rights, governance and conflict mitigation programs worldwide for the U.S. Agency for International Development (USAID), the U.S. State Department and other development partners. Since its founding in 2003, Democracy International has worked with civil society organizations, political parties, election-management bodies, government agencies, legislatures, justice-sector institutions, and others in 70 countries. Through USAID funding, the SUCCESS (Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan) program implemented by DI, supports civic engagement and civil society capacity building to foster a South Sudanese-led peace process. SUCCESS empowers South Sudanese citizens to contribute to inclusive peace, increased government accountability and effectiveness, community resilience, and national cohesion.

### II. Summary of Job Purpose

The Senior Grants Officer Consultant is responsible for the sub-grants management and monitoring mechanism and the training and capacity building of grant recipients.

The Senior Grants Officer Consultant will report directly to the Civic Engagement Manager. His or her primary responsibilities include, but are not limited to the following:

### III. Key functions

- 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

#### IV. Recruitment Qualifications

- University degree or equivalent in Social Sciences, Business Administration, Public Administration, Finance/Accounting or related field.
- At least 2 years of demonstrated grant management experience to include preparing, negotiating, implementing, monitoring & evaluating grants and working with local recipients;
- Significant experience and technical expertise working with community-based organizations and NGOs;
- Prior USAID grant management experience required;
- Experience in a supervisory role managing teams;
- Excellent written and oral communication skills;
- Strong working knowledge of civil society actors in South Sudan;
- Fluency in English and National language of the duty station.

Interested candidates should submit their applications clearly indicating the title of the position and the duty station 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 **December 07, 2020** 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. Only short-listed candidates will be contacted.*

