



**Vacancy Announcement**

**Job Title:** Grants Manager of Partnership  
**Band / Level / Grade:** 7B  
**Department:** Grants and Partnership  
**Location:** Juba  
**Overtime Eligible:** Exempt  
(per local law)



*#50-4-5*  
*Approved by*  
*Shirabeek*  
*10/9/2022*  
*09/09/2022*

**BACKGROUND:** The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

**JOB OVERVIEW:** The Grants Manager provides day-to-day oversight of several projects within a specific portfolio. The Grants Manager is the focal point for all proposal development, donor reporting, information management and grants management capacity-building efforts within their portfolio. The Grants Manager also provides key support to the Grants Coordinator in programmatic and budgetary monitoring, compliance with donor and internal IRC rules and regulations and other key functions as required.

**MAJOR RESPONSIBILITIES:** The Grants Manager shall:

Support and/or lead the development of high-quality funding proposals for submission to donors in coordination with Program Coordinators and Budget Manager, as requested by the Senior Grants Manager and Grants Coordinator.

Lead day-to-day aspects of donor reporting processes to ensure the timely submission of high-quality programmatic reports, and coordinate with the Finance team to ensure timely submission of budget modifications and financial reports. Ensure quality information management through regular maintenance of grant files, developing compliance sheets, updating of internal IRC documentation and other Grant Unit tools, including coordination and preparation of documents and files for internal and external audits.

Monitor and facilitate compliance of programs with donor and IRC requirements and raise issues affecting external/internal compliance to the Senior Grants Manager and Grants Coordinator.

Support the Grants Unit in preparing, reviewing, and modifying memoranda of understanding and contracts of grant agreements as needed by the IRC South Sudan Country Program.

Support and represent the Grants Unit in the preparation and follow-up of grants operations meetings and co-lead the meetings at Juba and/or field level as per IRC's PCM tools and guidelines.

Build grant management capacity of field staff by facilitating training, and providing one-on-one follow up support, in report writing, proposal development and other topics.

Support the Grants Unit in other key grants management, program development, monitoring and evaluation, communications and external relations activities as requested.

**KEY WORKING RELATIONSHIPS:** The Grants Manager reports to the Senior Grants Manager

**ESSENTIAL REQUIREMENTS:**

At least 4 years of work experience in relief or development programs, including playing a significant role in, or leading, funding proposal submissions for institutional donors.

Prior grants management experience and familiarity with USG (USAID/OFDA, BPRM), European (DFID, ECHO, DANIDA, SIDA), and UN (UNHCR, UNFPA, UNICEF, CHF) donor regulations, procedures, and requirements.



INTERNATIONAL RESCUE COMMITTEE

Familiarity with international standards for key program areas (Sphere standards, health, protection, gender-based violence and livelihoods standards).

Excellent written English skills and familiarity with budgeting using MS Excel.

Excellent organizational skills and ability to determine priorities and meet multiple deadlines.

Detail-oriented with good multi-tasking abilities and communication skills, both oral and written; and

Able to work well both within a team and independently, in a challenging and fast-moving multicultural environment.

**DESIRABLE:**

First degree, preferably in international relations, international development, or a related field.

Fluency in Arabic and English required. Knowledge of other language is a plus. The position is for:  
**SUDANESE NATIONAL WITH ALL THE NATIONAL DOCUMENTS.**

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

**How to apply:**

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID certificate** to Human Resources Juba IRC Country Head Office-located in Goshen House 2<sup>nd</sup> floor or you can e-mail applications to [HR@Rescue.org](mailto:HR@Rescue.org) not later than **29<sup>th</sup> September 2022**.

**NOTE:** Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION, GRANTS MANAGER.**

***“WOMEN, MINORTITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.***

