

Vacancy Announcement



Job Title: Grants and Partnerships Officer
Band / Level / Grade: 8B
Department: Grants
Location: Juba
Overtime Eligible: Exempt
(per local law)



BP-4-3

Background/IRC Summary:

The International Rescue Committee (IRC) is one of the largest humanitarian agencies in the world, providing relief, rehabilitation, and post-conflict reconstruction support to victims of oppression and violent conflict. IRC has worked for over eight decades in the world addressing both the immediate, lifesaving needs of conflict affected people in an emergency and the reconstruction needs in post conflict societies. The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships, and thorough accountability to those we serve.

Summary Statement of Duties and Responsibilities:

Scope

The Grants and Partnerships Officer is responsible for helping to identify and assess new partners, facilitating and tracking sub-projects and agreements, and highly involved on sub-grant monitoring and evaluation. The position is based in Juba but will require travel to the field in South Sudan. The position will report to the **Grants and Partnership Manager**.

Essential functions

Partnership Coordination and Capacity Sharing:

- Facilitate internal sub-award proposal review and approval process as needed.
- Coordinate closely with sub-grantees for timely submission of accurate financial and activity reports.
- Ensure that the partnership trackers are up to date with data collected from program, partnership, and finance teams and disseminating information (including the tracker) on Partners to relevant departments, as needed.
- Support IRC's role in the delivery of capacity strengthening plans for partners in close coordination with the partnerships manager.

Partnerships/Subgrant Processes:

- Support the mapping of potential partners for emergency response, with a particular emphasis on local organizations.
- Update IRC's database that catalogues all past and potential partners on a continual basis.
- Support sub-grant opening, review, and closing meetings.
- Work with Grants and Partnership Manager, IRC finance, and other program staff to process partnerships effectively and ensuring donor compliance.
- Coordinate with relevant departments to prepare partnership management tools and manuals.
- Draft and follow up on partners agreement with coordination with all internal relevant units and compliance unit in HQ, including completing the OTIS flow.

Partner Monitoring:

- Participate in regular partner monitoring visits to engage and support partners in the implementation of their daily activities, ensuring adherence to donor and IRC regulations.
- Ensure that monitoring plans, visits and tools are in place for donor compliance and progress against objectives, and that key monitoring information and reflection session and learning are documented.

Documentation and Reporting:

- Maintain comprehensive electronic partner files, ensuring they are streamlined and well organized.
- Coordinate with the relevant technical teams, review monthly internal reports, compile and submit partner reports into overall donor report.

Awards Management

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- Support in the management of grants that have a heavy focus on sub-granting as well as others within their portfolio.
- At the request of the Grants and Fundraising Coordinator and/or senior management, take ownership for miscellaneous projects not falling under responsibilities underlined in this job description.
- Contribute to continuously improving internal grant management systems

Job Requirements:

- Bachelor’s degree in relevant discipline with 2 years of confirmed experience, Master’s degree is a plus.
- Demonstrated successful experience working with local partners and/or grants management.
- Demonstrable understanding of project planning and management cycles, and strong program design skills.
- Highly organized, close attention to detail, and ability to effectively prioritize tasks in a fluid environment.
- Professional fluency in spoken and written English; able to communicate concisely and with impact.
- Very strong English writing and editing skills; strong computer skills.
- Willingness to travel in South Sudan for monitoring purposes, as requested.

The IRC and IRC staff 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.

We are committed to narrowing the gender gap in leadership positions. We offer generous benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances. We welcome and strongly encourage qualified female professionals to apply.

All staff, regardless of role, are required to create a culture of client responsiveness by requesting and using client feedback data to make decisions. In addition, all staff are expected to demonstrate inclusiveness when making programmatic decisions and working with clients, partners and colleagues from diverse backgrounds. You can read more about the IRC’s commitment to client responsiveness here: <https://www.rescue.org/resource/client-responsiveness-introduction-and-faq>

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 law.

How to apply:

Interested applicants should submit a CV with 3 references and a copy of their national ID to Human Resources Juba IRC Country Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@Rescue.org not later than 27th February 2023 @ 5:00pm.

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 AND PARTNERSHIPS OFFICER.

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

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