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The Organisation

Co-recipient of the 1997 Nobel Peace Prize, Humanity & Inclusion (the new name of Handicap International) is a 40-year-old independent and impartial organization working in situations of poverty and exclusion, conflict and disaster.

We work alongside people with disabilities and individuals experiencing extreme hardship, acting and bearing witness to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

HI in Uganda is currently implementing development and humanitarian interventions in six sectors/thematic areas: Livelihood, Mental Health and Psychosocial Support (MHPSS), Physical and Functional Rehabilitation, Inclusive Education, Inclusive Health, and Inclusive Humanitarian Action (IHA) to improve access and quality of services to the most vulnerable people including persons with disabilities promoting a more inclusive and harmonious society.

Humanity & Inclusion (HI) is seeking for qualified and motivated individuals to fill the, the position of Grants Officer to be based either in Uganda or South Sudan:

1. Position: **Grants Officer**
Responsible to: **Country Director**
Team Management: 0
Length of Contract: 12 months with possible extension based on funding and performance
Start Date: 16th March, 2026

Job Responsibilities

1. Contribute to the quality of project design narratives and reporting:

- Support with the development of quality proposals and concept notes in compliance with donor regulations and internal technical processes, in collaboration with the Project managers, Project Development Specialist, Operations Manager and Finance/HR/Logistics departments and IPO
- Coordinate the project reporting phases:
- Draw up retro-plannings for each report, collaborating with the different departments involved (operations, finance, logistics, technical unit, security, HR and MEAL, headquarters and national association)
- Contribute to the smooth coordination between Project Managers, Area Managers, Operations Managers and Country Managers, Global Specialists and the Operations Manager for the compilation of narrative report contributions and in the monitoring of donor contracts (a monitoring tool, used at the level of the geographical directorate, should be adapted.
- Ensure coordination with shared services to ensure overall consistency of narrative and financial reports and completeness of annexes
- Ensure compilation of narrative versions for selected regional and consortium projects.
- Proofread reports to ensure quality control and compliance with donor requirements and procedures
- Ensure that concept notes, project proposals and narrative reports (including logical framework and timeline) are submitted on time and in accordance with donor procedures
- Regularly update grants information & donors' relations on the Customer Relationship Management (CRM) platform (currently under development)

2. Donor compliance:





- Support the team on contractual issues and link with headquarters / partners: contracting process with partners and questions on donor rules, in line with HQ compliance and risk unit and IPOs (if relevant)
 - Organize Grant Opening and Grant Closing Meetings for all relevant staff members / departments to ensure coherence in the understanding of the grant design across departments and bases, as well as to promote sharing of achievements and lessons learned
 - Ensure regular communication and coordination with relevant IPSO and IPOs in NAs, Operations and Compliance and risk manager at HQ level for all updates on donor rules, regulations and strategies or possible fraud cases or violations to donor guidelines that occurred.
 - Responsible under the PD management to manage any dispute with donor on the grants followed, to mobilized HQ unit concerned (Financial controller, Institutional funding compliance & risks Manager, IPO)
- 3. Capacity building in reporting and project design:**
- Organize training and support capacity building for all field staff members of the organization and to HI partners' staff on program development and reporting, as well as on HI's program specific documentation
 - Facilitate the knowledge of field staff of the DFI Hinside spaces
 - Regularly visit field offices in order to work directly with program staff on the project implementation and to maintain an in-depth understanding of HI's program activities and operations context
 - Raise compliance issues proactively with program staff and head of departments.
 - Archive document donor feed-backs and adapt reporting accordingly.
- 4. Assist the team in institutional communication and donor relations:**
- Support in the development of internal and external communication materials (sitreps, factsheets, etc.)
 - Propose internal information channels and tools
 - Structure and share information for dissemination to the HQ, partners, coordination forums (newsletters, presentations, videos...)
 - Support the Project Development Specialist in the analysis of the changes in donor strategies followed by the program (funding strategies, funding areas, positioning notes, etc.). List all funding partners (institutional or private) in the country
 - Support the Technical Unit Manager in the organization of field visits and accompany field visits when necessary

Person Specifications

Mandatory:

- Bachelor's degree in relevant field with a post graduate training in fundraising and proposal writing
- humanitarian work, with strong understanding of programmatic and operational contexts.
- At least 5 years of professional experience in development and/or humanitarian work, with strong understanding of programmatic and operational contexts.
- • At least 3 years of direct grant management experience, including proposal development, donor reporting, and compliance monitoring.
- • Proven expertise in writing, reviewing, and proofreading high-quality reports and proposals, including logical frameworks, timelines, and annexes, ensuring donor compliance and internal standards.
- • Strong coordination and project management skills, capable of liaising across multiple departments (operations, finance, logistics, HR, MEAL, technical units, country teams, and HQ) to ensure smooth reporting and grant delivery.





- Experience in grant compliance and contract management, including monitoring donor regulations, managing disputes, and coordinating with HQ compliance/risk teams.
- Capacity-building skills, with experience training and supporting field staff and partners in project development, reporting, and documentation practices.
- Strong communication and institutional relations skills, able to prepare internal and external materials (factsheets, sitreps, newsletters, presentations), and support donor engagement and analysis of funding strategies.
- Proficient in digital tools, including CRM platforms for donor tracking and communication/design tools such as Canva.
- Autonomous, adaptable, and able to prioritize multiple tasks in a fast-paced, complex environment.
- Analytical, detail-oriented, and collaborative, with the ability to synthesize information from multiple sources and ensure consistency and quality of reporting.

Application Process

Humanity & Inclusion is an Equal Opportunity Employer, qualified persons with disabilities are preferred for the above positions, please indicate the type of disability for reasonable accommodation during Interviews. Refugees and women are encouraged to apply to become a part of our organization.

HI staff must adhere to the values and principles outlined in the Code of Conduct. In accordance with these values, HI operates and enforces policies on Beneficiary Protection from Sexual Exploitation and Abuse, Child Safeguarding, Anti-fraud, bribery, and corruption.

HI does not solicit funds in exchange for employment opportunities.

How to apply: If you feel you meet the requirements, please send an updated CV (3 pages max, including three professional referees current and/or past line managers) with a cover letter to HR department at recruitment@uganda.hi.org or all hard copy applications must be submitted to HI Juba Office Thongping Plot No:

700 Block No: 3K South
Juba Nabari, South Sudan

indicating Grants Officer in the subject line not later than Friday 7th March 2026 at 5:00pm.
Any efforts to influence the recruitment process will lead to automatic disqualification.

