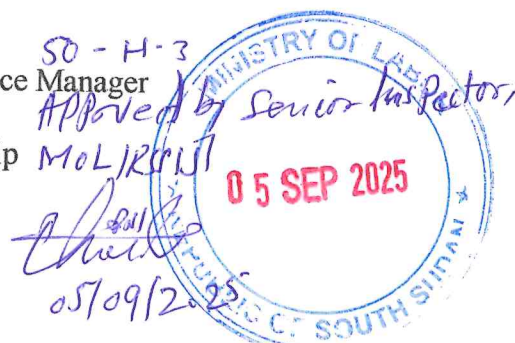




Vacancy Announcement

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



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 and Compliance Manager provide day-to-day oversight of several projects within a specific portfolio. The Grants and Compliance Manager is the focal point for all proposal development, donor reporting, information management and grants management capacity-building efforts within their portfolio. The Grants and Compliance Manager also provide 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 and Compliance 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 and Compliance Manager reports to the Grants Coordinator

ESSENTIAL REQUIREMENTS:

At least 4 years of work experience in humanitarian 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 (FCDO, ECHO, INTPA, SIDA), and UN (UNHCR, UNFPA, UNICEF, OCHA, WFP, and UN Women) donor regulations, procedures, and requirements.

February 2022



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.

The IRC Core Values and Commitments:

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, Accountability and Equality. 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 the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding and PSEA policy: The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

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 because 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 to Human Resources Juba IRC Country Head Office-Located in APTECH Africa Office Building 3rd Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to SS-HR@Rescue.org not later than 25th September 2024 @ 4:30pm.

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

CLEARLY LABEL YOUR APPLICATION, GRANTS AND COMPLIANCE MANAGER

- JUBA, SOUTH SUDAN

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



A handwritten signature in blue ink, likely belonging to an official of the IRC, positioned next to the IRC logo.

February 2022