



### Job advert

**Position:** Senior Officer (Grants and Reporting)

**Duty Station:** Juba, Roving in field (20%)

**Reports To:** Project Manager

**Supervises:** NA



### Overview

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015. We are working together with Relief International to identify a qualified South Sudanese professional for the role of Senior Grants and Reporting Officer – Juba.

Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach, which we call the RI Way, emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

### Position Summary

The Senior Grants & Reporting Officer will provide leadership, technical oversight, and operational support for all aspects of grants management, compliance, and donor reporting for lifesaving Health, Nutrition, WASH, and related response interventions. The role collaborates closely with technical, finance, and MEAL teams to ensure high-quality deliverables, timely reports, strong donor relationships, and internal compliance with donor, organizational, and humanitarian standards.

### Key Responsibilities

#### Grants Management & Compliance

- Lead grant implementation tracking, ensuring compliance with donor rules, regulations, and award terms.
- Coordinate with Program Manager to ensure project aligns with approved grant applications and workplans.





- Review and interpret donor grant agreements, award packages, and conditions to ensure operational alignment and compliance.
- Provide guidance to program teams on donor requirements, cost principles, documentation standards, and audit readiness.
- Maintain an up-to-date grants dashboard, tracker, implementation tool, and risk register.

#### **Donor Reporting**

- Lead development, drafting, editing, and submission of donor reports (narrative and quantitative), ensuring accuracy, clarity, and timeliness.
- Coordinate inputs from technical, MEAL, finance, and logistics teams to compile robust evidence, results, and supporting documentation.
- Ensure all reports adhere to donor formatting and submission requirements.
- Anticipate reporting timelines and maintain a rolling schedule to support timely deliverables.

#### **Internal Coordination & Communication**

- Serve as a key focal point for internal grant coordination meetings, ensuring clear communication between programs, MEAL, and finance.
- Provide regular updates to senior leadership on grants status, upcoming deliverables, risks, and opportunities.
- Support internal knowledge sharing of donor requirements, guidance updates, and best practices.

#### **Documentation, Filing & Records**

- Ensure strong electronic and hardcopy filing systems are maintained for all grants documentation, correspondence, reports, and evidence.
- Support audit and compliance processes, preparation, and responses to donor queries or reviews.

**NOTE:** The role cannot be limited to the duties listed. Flexibility is required to respond to evolving humanitarian needs.

#### **Qualifications & Experience**

- Bachelor's degree in International Development, Business Administration, Public Policy, Communications, or related field (Master's preferred).
- Minimum 3+ years of experience in grants management, donor reporting, or programme coordination in humanitarian contexts.
- Demonstrated experience with USG (USAID/BHA) and OCHA grants preferred.
- Strong understanding of donor regulations, compliance principles, reporting standards, and humanitarian reporting platforms.





- Excellent English writing and editing skills with demonstrated technical report drafting experience.
- Highly organized with strong project tracking, documentation, and analytical skills.
- Excellent IT proficiency, including MS Office (Word, Excel, PowerPoint), email and digital communication tools, with demonstrated ability to adapt to and effectively use new reporting, data management, and content development platforms.
- Experience with communications tools (e.g., SharePoint, Teams) a plus.
- Women are strongly encouraged to apply.

### Skills & Competencies

- Excellent written and verbal communication, editing, and proofing capabilities.
- Highly organized with exceptional attention to detail and follow-through.
- Strong analytical and problem-solving skills.
- Ability to work cooperatively with multi-disciplinary teams and across functions.
- Ability to work under pressure in dynamic and complex environments.
- Commitment to humanitarian principles, accountability, and integrity.

### RI Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

### Application Process

Interested South Sudanese candidates are asked to provide their current CV and cover letter expressing their motivation for applying and their relevant experience/expertise, and copies of academic certificates.

The applications are to be submitted to:

Online at <https://imatongemploy.com/job-application-form/> which can be also found at [www.imatongemploy.com](http://www.imatongemploy.com)

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping.

Please contact +211 921 277 383 for queries.





**Applications will be reviewed on a rolling basis as soon as they are received. Interested candidates are strongly encouraged to apply as early as possible and no later than 8th April 2026 at 5pm.**

We appreciate the time and effort all applicants invest in applying for this position. However, due to the volume of applications, only shortlisted candidates will be contacted.

*RI is an Equal Opportunity Employer - EOE/M/F/D/V.*

