



Approved



Director of Labour

JOB ADVERTISEMENT SENIOR GRANTS OFFICER (1)

Duty Station: Juba

Contract Duration: 1 year (Renewable based on performance and funding)

Start Date: 01st August 2024

Application Deadline: 28th June 2024

About CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org

CMMB has been working in South Sudan for over a decade providing the South Sudan Package of Basic Health and Nutrition services (BPHNS) to vulnerable populations, with a focus on women and children, including newborns. CMMB supports the Ministry of Health (MOH), working in coordination with other health partners, to provide: (a) health systems strengthening at facility and community level, through provision of integrated health services in HIV, MNCH, Nutrition, WASH, Child Protection and GBV at the facility level as well as awareness and prevention services at the community level; (b) health infrastructure strengthening at the community, County and State levels, and furnishing and equipping facilities to ensure the delivery of standard health services as per WHO and South Sudan Ministry of Health recommendations; (c) health workforce capacity strengthening through continuing medical education and training, as well as leveraging CMMB's international volunteer program for on-the-job mentorship; and (d) Health Information System strengthening through transitioning facilities from paper based data collection and reporting to more accurate and timely electronic systems.

Job Summary

Under direct supervision of Head of Finance, Senior Grants Officer is essential finance team that supports CMMB country office in achieving its strategic objectives by implementing Grants administration and compliance guidelines in addition to other finance department functions.

The functions include but not limited to preparation of donors' financial reports, Grants files, Grants Compliance Monitoring, Sub-grants Management (Finance focal point for engagement, mentorship and monitoring), Support all audit functions and other finance functions.

DETAIL ROLES AND RESPONSIBILITIES





Grants Conditions Compliance & Archiving:

- Maintains grant and contract schedules and timelines for reporting and key deliverables including special donor planned meetings, program reviews etc. Works with staff on upcoming deadlines and ensures all deliverables are met.
- Ensure Grants conditions are understood by CMMB, and its partners involve in grant implementation and create a system of tracking key compliance/grant conditions
- Timely update grants portal/data base and ensure all grants documents including proposals, budgets, amendments information/approvals and compliance related information especially special donor rules are well archived for easy retrieval.
- Maintains grant and contract fiscal records, especially supporting documents.
- Periodically monitor compliance by conducting spot checks and reporting on the key compliance issues of various grants being implemented by CMMB.
- I identify key grants conditions and ensure they are embedded in the process to flow to ensure compliance with donor requirements.
- In collaboration with Program, support project starts and close activities (Assets, Staff related issues, donations, procurements/accruals, compliance issues)
- Develop project close check list and organize internal meetings to agree on various tasks.

Financial Reports and Budget Analysis

- In collaboration with the head of finance, the Grant Officer will support in preparation of donor reports. The report preparation process shall include a review of transactions for completeness, accuracy and cost reasonableness.
- In collaboration with HOF and program team, develop internal management reporting tools/ template for all new grants. Ensure some of the tools are embedded in the accounting cycle for easy report extraction.
- Shall Ensure donor reports are submitted timely (Prior donor set deadline).
- Shall be responsible for preparation of monthly BVA for various projects.
- Analyzes grant budget against actual expense to determine under/overspending on grants. Work with head of finance and program team to analysis expenditure trend and forecast to support decisions by project managers.
- Interacts with program staff to ensure proper and timely spending on grant funds.

Sub-Grants Management

The Job holder shall be Finance focal point for Sub-grants /Partnership. Key roles include but is not limited to:

- Work with program on review of sub-grants project proposals and budgets. Ensure accuracy of budgeted figures, narrative budget and ensure budgeted figures are in line with project objectives and deliverables.



- Monitor and update Sub-grantees AR & AP balances. Ensure monthly reconciliation and accuracy of sub-grants AR/AP balances.
- Review Sub-grantees finance report including detail GL and ensure timely liquidation. Ensure partners' reports are complete and are in compliance with all the content of sub-grants agreement and Generally Acceptable Accounting Principles.
- Work with Sub-grantees to improve their financial management knowledge and skills through continuous capacity development (Training & coaching)
- Develop, discuss and document Sub-grantees annual development plan. The Job holder shall also be required to document and report milestones on partners capacity development.
- Follow up on Sub-grants contract documents and collaborate with program team on sub-grants expenditure validation to ensure reported expenditures are in line with program delivery.
- Analyse sub-grants expenditure reports against key program deliverables and ensure any unrealistic trend is highlighted and addressed.
- Carry out Sub-grants spot check, share findings and follow up on action points and recommendations (PoA).

Financial Audits

- Support audit process by collecting samples required, responding to audit queries and working with the auditors.
- Arrange for pre-audit briefing and debriefings.
- Manage and ensure all items required by auditors are delivered on time.
- Work with the other team members to compile response to any audit report.

Other Finance Functions

- Support Multi finance functions including AR & AP Management, tax payments remittance to the government and month end processes and reports compilations.

KEY QUALIFICATIONS & COMPETENCIES

Qualifications & Other Qualities

- Minimum of bachelor's degree in business administration / accounting /Finance. Master's degree is an added advantage.
- Professional qualifications like CPA, ACCA, CIMA will be highly considered though not mandatory.
- Minimum of 5 years' experience in Grants Management and Finance functions preferably in a busy NGO environment at mid-level management position.



- Experienced ERP user and other MS-application especially advanced excel spreadsheets application.
- A professional Self-driven, dynamic, detailed oriented and a team player personality

Skills / physical competencies:

- Strategic Thinking
- Analytical Skills
- Project Management
- Organizational Skills (time and task management)
- Communication Skills (verbal and written)
- A strong command of the English language
- Financial Management and Budgeting Knowledge

HOW TO APPLY

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmb.org by latest the 28th of June 2024. If interested, please apply as soon as possible, as we will be evaluating applications as they come in. We encourage qualified female candidates to apply.

Please note: "CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return it with your application. Please note, your application will not be considered if your signed self-declaration and consent form is not received along with your application."



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Healthier Lives Worldwide

Catholic Medical Mission Board

Sexual Exploitation, Abuse & Harassment (SEAH) Self-Declaration & Consent Form

CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a thorough SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the attached self-declaration and consent form and return with your application. Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.

I..... hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my past employment.

I hereby give my full consent for CMMB to conduct further background check related to SEAH.

Name : _____

Signature : _____

National ID/PP: _____

Date : _____