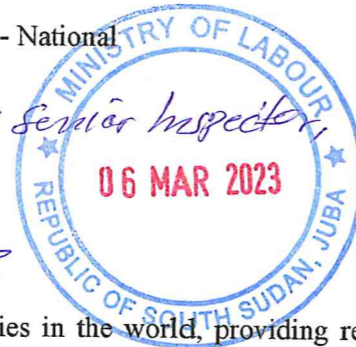




Vacancy Announcement Internal and External

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

SI-H-3
Approved by Senior Inspector
MOL/RSIT/
06/23/2023



ORGANIZATIONAL DESCRIPTION:

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 Compliance Manager will support the Grants and Fundraising Coordinator to oversee ethics and compliance related functions across the country program. The position is based in Juba but will require travel to the field in South Sudan. The position will report to the Grants and Fundraising Coordinator and will be responsible for managing and building the capacity of the partnerships team.

Major Responsibilities:

Prevention: Create a safe and compliant environment

- Provide oversight to all country field office locations to ensure compliance with internal IRC policies and procedures, applicable South Sudan laws and donor regulations.
- Conduct regular spot-checks and compliance assessments; document findings and propose solutions and mitigating measures within IRC and partners.
- Support in the investigation of allegations of suspected fraud and misconduct
- Contribute to supporting partner compliance including the due diligence and onboarding process, reviewing and analyzing agreements and supporting documentation, conducting trainings and ad hoc compliance support as needed.
- Support donor and internal audits and provide technical support on the timely implementation of audit findings and action plans in conjunction with key country program staff and external partners.
- Support to follow-up on Project Cycle Meetings- meetings after grants awarded, Grant Opening Meetings (GoM); monthly implementation Meetings (GRM); budget review (Budget vs Actual (BVA) review) meetings and Grant Closure meetings in collaboration with the Grants and Fundraising Coordinator.
- Monitor and support the use of grants management tools such as FM01 (financial overview toolkit), BvAs, and OTIS (Award Management system) to ensure accurate tracking of opportunities and grants reporting.
- Support the sub award process with local or international partners, including due diligence of potential partners and draft sub award agreement in line with IRC processes and donor requirements.
- Instill a strong culture of ethics and compliance by providing on-going training, capacity building and advice to staff and partners as needed
- Support records management and archiving processes to assist with the proper filing of documentation.
- Support on special projects and other tasks as assigned by your line manager.

Partnership Coordination and Capacity Building:

- Coordinate and assist in the operational, financial, and programmatic monitoring and support of all partners. Includes leading the coordination of monitoring visits and partner meetings to ensure deliverables are well.
- Participate in Partnership meetings, including weekly meetings and monthly Finance & Partnership Coordination Meetings.
- Leads communication with relevant HQ departments including finance, compliance, and regional program units.

February 2022



- Work with Grants and Fundraising Coordinator, IRC finance, and other program staff to process partnerships effectively and ensuring donor compliance.
- Lead and facilitate capacity building of partner NGOs and local community organizations. Contribute to development of training materials.
- Coordinate with relevant departments to prepare partnership management tools and manuals.

Partner Monitoring:

- Support emergency response and technical teams in monitoring sub-grantees/partners for donor compliance and progress against objectives, contributing to the development of monitoring tools as needed.
- Coordinate closely with sub-grantees for timely submission of accurate financial and activity reports.
- Coordinate with relevant departments to ensure that all reporting templates are updated and share with sub-grantees on a timely basis.

Documentation and Reporting:

- Maintain comprehensive electronic partner files, ensuring they are streamlined and well organized.
- Support data analysis of existing sub-grant portfolio and potential future partner commitments.

Awards Management

- Support in the management of grants that have a heavy focus on sub granting as well as other within their portfolio. This includes ensuring that coherent and accurate reports to donors are submitted on time, that the internal reporting tracker and OTIS reporting info is up to date, leading Project Cycle Meetings as well as monthly/regular management meetings and ensure proper follow-up of issues raised.
- 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
- Monitoring the project and proposal tracker on project report/proposal deadlines and communicate these to relevant staff within the area offices (shared bi-weekly)

Job Requirements:

- Bachelor's degree in audit, finance or other relevant field from a recognized university with 5 years of confirmed experience; or master's degree with 4 years of relevant experience. Strong preference will be given to candidates with previous experience finance/audit/compliance or partnership management, consortium/network management or sub-grant/partner identification and management. Experience in the NGO/humanitarian sector is highly desirable.
- At least 2 years management experience with confirmed leadership skills
- Experience facilitating sub-grants, including proposal review, agreement development, and monitoring strongly desired.
- Strong understanding and knowledge of USG (USAID/BHA/BPRM), European (ECHO, EU, SIDA, IA), DFID, GFFO, UN UNHCR/UNFPA/UNICEF/IOM/OCHA/WFP/FAO) and other donor rules and regulations
- Proven competency with program design, M&E, proposal writing (including logical frameworks) and building budgets using MS Excel
- Excellent writing skills and experience in writing proposals/concept notes in English
- 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
- Able to work well both within a team and independently, in a challenging and fast-moving multicultural environment
- Confirmed experience in coordination of multiple partners (internal and external).
- Experience crafting and implementing capacity building programs is a plus.
- Computer literate (MS Word, Excel, PPT). Budgeting experience required.
- NGO experience in similar position is preferred.
- Good communication and interpersonal skills.
- Willingness to travel in South Sudan for monitoring purposes, as requested
- Self-motivated, honest, highly responsible, and punctual.



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 **24th March 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 COMPLIANCE MANAGER - NATIONAL

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

