

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

<b>Position:</b>	<b>Grants and Contracts Manager</b>
<b>Department:</b>	<b>Finance</b>
<b>Location:</b>	<b>Juba</b>
<b>Reports to:</b>	<b>Head of Finance and Grants Manager</b>
<b>Provides supervision to:</b>	<b>Grants and Contracts Officers</b>

**Job Summary**

Under the direction of the Head of Grants and Finance, the Grants and Contracts Manager is responsible for ensuring the day-to-day grants management functions are performed in accordance with CARE’s policies and procedures and donor rules & regulations. The Grants and Contracts Manager will guide the grants team in grant budget preparation, revisions, realignments, donor reporting, tracking expenditure spending, developing spending forecasts, handling partner grant disbursements, and reporting in line with internal CARE procedures and donor rules & regulations.

The Grants and Contracts Manager will support proposal budget development, lead grant management initiatives and activities, review donor reports, support donor audits; facilitate staff training in grants policies to ensure compliance with organization and donors’ policies and procedures. The position will provide Senior Management with timely and accurate information on donor receivables and payables. The Grants and Contracts Manager will support in tracking Shared Program Costs to identify any funding gaps and update any new projects on the grants’ tracker.

The Grants and Contracts Manager is responsible for compliance with the CARE International (CI) partner funding agreement policy, mutual assessment of partners (e.g. Due Diligence Assessment), contracting, mutual financial and compliance monitoring, compliance with donor agreement terms and conditions, and CARE's relevant policies including CARE USA's Agreement Management Policy. This position requires a motivated, flexible, problem-solving team-player with excellent analytical, communication skills and the ability to prioritize activities and work to tight deadlines.



The Grants and Contracts Manager will be required to foster an environment supporting values of both women and men, equal access to information, promotion based on performance objectives and respect for beneficiaries, CARE Staff and related parties regardless of gender, sex, disability, religion or cultures. The Grants and Contracts Manager will promote and uphold the CARE PSHEA policy and procedures.

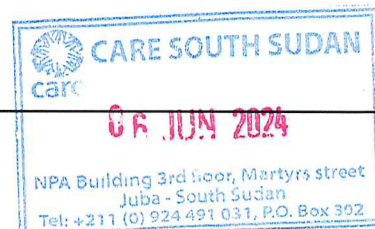
### **JOB RESPONSIBILITY 1: Proposal Budgeting**

The Grants and Contracts Manager supports the proposal development team in budgeting to ensure compliance with donor and Country Office budgeting guidelines. The position will support CARE South Sudan to maximize the cost recovery so that the country operations are adequately funded. Principal tasks include but are not limited to the following:

- Participates in proposal development workshops and meetings to obtain knowledge of projects or programs at an early stage
- Provides critical grant information at Go-no-go discussions
- Liaises with all relevant units (HR, Procurement, Administration and Programs) to obtain current costs to build into the budget
- Calculates the Shared Program Costs (SPC) using CARE SS master budget and budgeting guidelines to maximize costs recovery for each proposal
- Develops the costing of the proposal budget ensuring accuracy and compliance with the donor budget format before it is shared for review/approval and submission to the donor.
- Supports any proposal budget revision/realignment as requested by the donor

### **JOB RESPONSIBILITY 2: Partners monitoring and capacity strengthening**

- Supports the Partnership unit with assessments of partner organizational capacity and due diligence (DDA for all potential & current partners in the country in accordance with the CI Partner Funding Agreement Policy and ensures results are documented and submitted for approval.
- Drafts Partner Framework Agreements, Pre-Authorization Letters (PALs), Letters of Authorization (LOA), and other appropriate partner funding agreements for the new partners for approval.
- Monitors funds disbursed, and liquidations received in PeopleSoft and analyzes aging of the remaining funds monthly based on PeopleSoft reports and escalates issues as needed.
- Assesses training and development needs of partners and supports the development of partner capacity strengthening plans that are identified during partner assessments and project implementation.
- Ensures capacity improvement plans are prepared and executed by the relevant grants staff in the country operations and results are documented and filed.
- Facilitates and coordinates financial management training and capacity building activities of local partners in line with CARE and donor policy.





- Strengthens CARE staff capacity to work effectively with partners in accordance with CARE policies and donor requirements.



### **JOB RESPONSIBILITY 3: Grants Management and Donor Reporting**

- Maintains a proper hard copy file with a corresponding electronic file in prescribed format on Share Point for each award containing all grant or contract information.
- 2. Updates the CARE SS Master Active Fund Code list to send to all staff and inform on updates on expired or new fund codes.
- 3. Oversees preparation of the monthly Budget Versus Actual (BVA) reports and timely distribution to the budget holders & follow up with sector leaders to schedule reviews.
- 4. Analyzes BVA reports and narrative comments from the grants team and budget holders and signs off on the BVA review form for filing and follow up actions.
- 5. Ensures the donor reports are accurate and complete, including all required annexes and information and are submitted to the sector leads and Head of Grants and Finance for review and final sign off.
- 6. Supports the grants team in reconciling donor reported expenditures to the General Ledger from People Soft on a regular basis to avoid inconsistent data.
- 7. Extracts the Grants Receivable and Payable (GRP) balance report, tracks and follows up on donor receivables with the Grants and Contracts Officers ensuring they prepare funds requests to donors and CMPs when due. Escalates to the Head of Grants and Finance for resolution of any difficult issues with donors.
- 8. Liaises with the Shared Services Centre (SSC) to validate and close off projects in PeopleSoft after submission of final reports to the donor.
- 9. Facilitates contractual external audits by obtaining audit information from relevant stakeholders and responds to draft audit queries before finalization of management reports.

### **JOB RESPONSIBILITY 4: Staff supervision, mentoring and continuous learning**

- Conducts Performance Management, assesses skills and strengthens technical capacity of direct reports through regular scheduled conversations, feedback, coaching, on the job training, performance management and evaluation.
- 2. Allocates projects/Fund codes to the Grants and Contracts Officers for management and reporting and regularly updates the Financial Reporting & Audit tracker.
- 3. Builds the capacity of CARE Staff to manage financial resources according to good accounting practice and in compliance with Donor & CARE standards
- 4. Leads refresher training programs for Sector Leads and Program Managers to ensure budget holders & staff are aware of their roles and responsibilities regarding budgeting and grant management and are updated on new procedures and policies.
- 5. Fosters an environment supporting values of both women and men, equal access to information, promotion based on performance objectives and respect for beneficiaries regardless of gender, sex, disability, religion or cultures.



**Qualifications (Know How)  
Required**

A bachelors' degree in Business Administration, Finance, Accounting or BCOM and/ or Full Professional Accounting qualification like CPA, CIMA, and ACCA

A post graduate qualification in a related field is desirable

**Experience/Technical Skills**

Experience: Minimum of Six (6) years of experience from financial management of development projects or at a middle or senior management level in accounting, auditing, and grant management. Experiences with working in a partnership approach and supporting civil society.

- Experience with major donors – UN Agencies, BHA, ECHO, GAC, GFFO
- Strong ICT and analytical skills to successfully perform financial reviews
- Excellent communication skills (verbal and written)
- Advanced knowledge of Excel
- Strong budgeting skills
- Excellent organizational skills and people management skills
- Experience working with partnerships is mandatory
- Experience in award negotiations, sub-awards management, managing audits, and dispute resolution.



**Knowledge and Skills:**

Strong training skills to effectively transfer working knowledge of regulations, policies, and procedures through formal or informal training activities.



## HOW TO APPLY

The position will be based in Juba. This position is ONLY open to South Sudanese Nationals. Opening Date **6<sup>th</sup> June 2024** and Closing date CARE South Sudan receiving application will be **28<sup>th</sup> June 2024**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan, or CARE Juba Head Office

## Attention!!!

*CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.*

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

