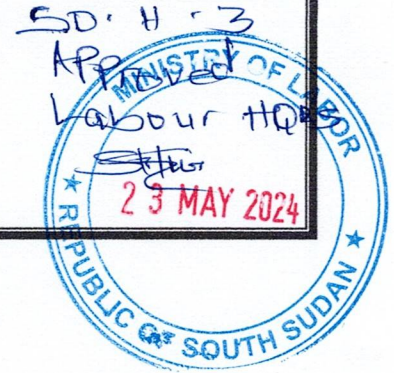




## SCIENCE TEACHERS' INITIATIVE



### Job Description

Position: Grants Manager  
Reports to: Programme Director  
Supervision of: Grants Officer  
Duty station: Wau WBG State  
Travel: 30%  
**Application Deadline: June 10<sup>th</sup> 2024**  
Duration and type of contract: 12 months

Science Teachers' Initiative (STI) is a relief and development not for profit non-governmental organization with a goal to improve the quality of education in Africa and promote the use of scientific knowledge, innovation, and research in solving socio-economic challenges.

STI is transforming education through Practical approach to Science, ICT and ECD innovations, publication of supplementary teaching and learning materials that enhance practical hands on-learner centered methodologies, school self-help projects, literacy for lifelong learning (3Ls), child protection, education in emergencies, home schooling and access to inclusive quality education with full community participation and engagement.

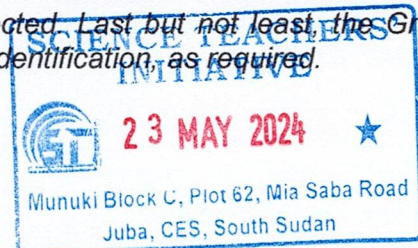
STI works closely in partnership with the Ministry of General Education and Instruction (MOGEI), the National Curriculum Development Centre (NCDC), the community at all levels, and religious leaders to ensure provision of inclusive quality education with inclusive community participation and engagement. We work with local and religious leaders to develop transformative solution which are both sustainable at the hands of the communities themselves.

The role of a grants manager is to plan and execute the grant making process by working with the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.

All STI employees are expected to work in accordance with the organization's core values: dedication, innovation, adherence to organization policies, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

#### 1. Role and responsibilities

The Grants Manager will contribute to achieving high quality programming by ensuring effective grants management including, compliance requirements, reporting, timely and quality proposal development, and internal and external communication. S/he line manages the Grants Officers, ensures STI programme/support teams are fully informed of relevant donor compliance regulations and STI procedures, manages donor and other external reporting, and coordinates grant revisions. S/he also supports donor communication by ensuring effective channels of internal and external communications relating to grants are established and respected. Last but not least, the Grants Manager supports development of proposals and opportunity identification as required.





The following is a brief description of the role:

1. Adherence to STI policies, guidance, and procedures;
2. Support overview and maintenance of all grants, donor requirements, rules and regulations, and internal and external deadlines;
3. Support the development of donor applications and reports, as well as ensuring donor compliance and quality control;
4. Contribute to the development and revision of funding proposals, budgets, and donor reports;
5. Be updated on donor priorities and track and share relevant calls for proposals;
6. Contribute to continuously improve internal grant management systems;
7. Provide an internal help-desk on donor related issues, including donor rules and regulations, as well as proposal and report writing;
8. Coordinate the development and distribution of internal reports;
9. Contribute to PCM procedures and usage of the STI PCM framework in the Country Office, including inclusion of cross-cutting programme elements and M&E structures throughout all stages of the PCM;
10. Represent with relevant partners and donors, as delegated by the Head of Programmes;
11. Promote the rights of IDPs/returnees in line with STI's advocacy strategy.

### Specific responsibilities

#### **Proposal Development**

1. Build positive working relationships with other teams in the Country Office to coordinate and support development of high quality proposals using relevant STI Grant Management tools and guidance  
(Go/ No-go checklist, proposal development calendar, procurement plan, internal budgeting tool);
2. Coordinate proposal development for STI's portfolio of donors;
3. Work closely with Budget Holders, programme teams, and finance as well as other stakeholders to compile accurate proposal budget and assess whether all necessary costs have been included.

#### **Due Diligence Assessments and Agreements**

1. Lead on STIs due diligence assessment when and as required by an existing or new donor;
2. Lead on organisational assessments of Partners as per STI's Grants Management procedures;
3. In coordination with the Head of Programme and Head of Support, draft Partner Agreements/MoUs with relevant Annexes and take through signing processes;
4. Contribute to partner capacity building as required and identified in partner assessment.

#### **Grant Agreement**

1. Review donor contracts, flag any points that might challenge STI's procedures, and support contract negotiations;
2. Work with finance team to support/advise them in development of internal budgeting tool and communication with field offices on allocated budget;
3. Together with the Grants Officer, summarise in writing, key reporting and compliance requirements (compliance checklist) including potential issues for Grant Opening Meetings;
4. Coordinate with respective budget holders and finance in order to ensure budgets are correctly allocated and aligned;
5. Work with the relevant Area Manager/ PDMs/PMs to ensure Grant Opening Meetings are arranged and take place within 30 days of the grant being activated.

#### **Donor Reporting and Monitoring**

1. Coordinate the finalisation of donor reports ensuring consistency between narrative and financial reports and that they meet quality standards;
2. Highlight critical financial issues such as under/over spends to finance and Budget Holders, and follow up in writing when discussed verbally;





3. Provide technical support to relevant PDMs/PMs and Budget Holders on monitoring issues and budget revising (if required);
4. Collaborate with the finance team to ensure donor budget lines as per the contract are in line with the financial system (i.e. amounts have not changed as a result of new income instalments at different rates being received);
5. Monitor grant payment schedules and income requests for respective portfolio, working closely with finance to ensure this is done in a timely manner;
6. In collaboration with the Media and Communications Coordinator, contribute to the development of country factsheets and other relevant information pieces for donor visits/meetings.

### **Donor Compliance**

1. Be familiar with all STI organizational and donor portfolio compliance requirements and ensure high quality management of grants through meeting of KPIs and deadlines;
2. Support and advise programme colleagues with queries related to donor compliance on grants within portfolio;
3. Work with other departments (i.e. programmes, finance, M&E, Compliance Coordinator) to ensure all documentation required is ready and available for audits (e.g. vouchers, distribution lists)
4. Coordinate Close Out of grants in respective portfolio;
5. Assist in training and capacity building related to STI Grants Management/donor compliance as required.

### **General Administration**

1. Ensure all documentation required to be kept by donors is available within the Grants department by maintaining high standard information management/filing systems;
2. Visit Regional and/or field offices to support with capacity building of staff and partners and monitoring purposes;
3. Support the Grants Officer to ensure correct and up-to-date maintenance of Grants Funding Tracker.

### Critical interfaces

By interfaces, STI means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Programme Director, Director of Operations, Finance, Country Director, Logistics, Security, Area Managers, PDMs/PMs, Humanitarian Mediation Team, Protection Advocacy team, and M&E
- Project or Grant focal points in other partner organisations.

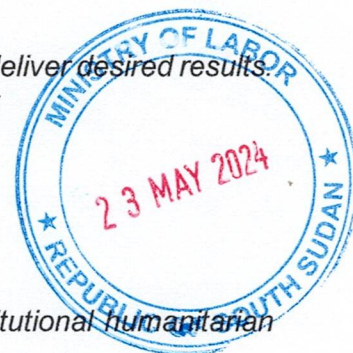
### **2. Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

#### a. Professional competencies

#### **Generic professional competencies for this position:**

- At least 4 years' of relevant experience in a related field;
- Experience of donor relations and grants management (e.g. with institutional humanitarian and development donors);
- Experience working in complex/ insecure environments and with displaced populations;
- Good understanding of donor rules and regulations ;
- Proven skills and experience in report and proposal development and working with multiple donors;
- Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure;





- Staff capacity-building experience;
- Willingness to travel to field offices and work in difficult environment according to travel requirements.
- Fluency in English and Arabic.

**Context related skills, knowledge, and experience:**

- Good communication and interpersonal skills;
- Strong organisational and team working skills;
- Good cultural awareness and sensitivity;
- Ability to work under pressure, independently and with limited supervision;
- Humility, Ability and willingness to work/live and be mobile under difficult circumstances;
- Excellent written and oral communication skills in English;
- Knowledge of the NGO operations and the dynamics of the humanitarian sector;
- Above average computer skills, particularly in Microsoft Windows Word and Excel;
- Holds self-accountable for making decisions, managing resources efficiently, holds the team and partners accountable to deliver on their responsibilities.

**2. Behavioural competencies (max 6)**

These are personal qualities that influence how successful people are in their job. STIs Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Analysing
- Influencing
- Handling insecure environments
- Community based approach skills and attributes
- Honesty and integrity



**3. Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the STI Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

**Application Procedure**

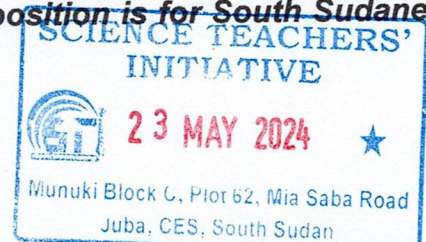
**Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents and any other relevant documents, 4 professionals.**

**References (three of which must be current or former direct supervisors) with details of their daytime.**

**Telephone contacts and email addresses: [recruitment@scienceteachersinitiative.org](mailto:recruitment@scienceteachersinitiative.org) not later June 10<sup>th</sup>, 2024.**

**We are an equal opportunity employer and Female Candidates are strongly encouraged to apply.**

**Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable. This position is for South Sudanese only.**





**APPLICATION DEADLINE: 10<sup>TH</sup> JUNE 2024**

