

JOB ADVERTISEMENT	
Job title:	Grants Officers (2) (<u>For South Sudanese Nationals Only</u>)
Duty Station	Juba
Reports to:	Senior Grants Officer
Starting Date:	Immediate
<i>DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.</i>	

SUMMARY OF JOB PURPOSE:

Democracy International (DI) seeks to recruit Grants Officers for its USAID supported program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. Under the program's primary component, SUCCESS seeks to develop the capacity of civil society organizations. In order to achieve this, SUCCESS will undertake a variety of programs including hosting seminars and training opportunities, grant opportunities, and mentoring programs. The Grants Officers will be responsible for managing grants throughout the grant cycle and monitoring grantee performance.

JOB Duties and Responsibilities:

The Grants Officers will work as part of the Programs team to support activities related to grants. She or he will manage grantee projects and ensure effective project tracking and implementation. The Grants Officers major responsibilities in coordination with the Civic Engagement Grants Team are as follows:

- Ensure grant management (including pre- and post-award) in accordance with USAID and DI policies and procedures;
- Manage grantee projects, monitoring activities, reviewing reports and ensuring full compliance by the grantees;
- Contribute to the grant award process, including application review and selection, pre-award survey execution, and contracting procedures;
- Ensure quality information management through regular maintenance and review of grantee files and deliverables and working with grantees for timely submission of all reports and deliverables, including proper tracking and filing using the electronic grants management system;
- Coordinate with the Finance team to support the review, verification and auditing of financial records and invoices submitted by grantees;
- Provide mentoring to and help build the capacity of grantee organizations to ensure successful grant project implementation;
- Coordinate with the Programs team to support project implementation and review programming deliverables;
- Provide activity reports, including for weekly reports, inputs for USAID reports, and activity updates, and contribute to identification and development of Success Stories;
- Provide support to the Senior Grants Officer to prepare solicitations and review proposals;
- Provide support to the M&E team in tracking data for relevant performance indicators;
- Engage with grantee partners to orient them on relevant procedures, remain informed of their activities, and ensure effective completion of deliverables;
- Ensure proper integration of gender programming in grantee projects;
- Coordinate with the rest of the Programs team to ensure effective planning and achievement of program objectives

(Qualifications, Knowledge, Skills and Abilities Required)

- Bachelor's degree in Business Administration, Economics, International Relations, Political Science, or related social sciences.
- At least 3 years of relevant experience in grant management, specifically on preparing, negotiating, implementing, monitoring, and evaluating grants and working with local recipients.
- Prior USAID grant management experience is an added advantage
- Previous experience and expertise working with civil society organizations, NGOs or related institutions;
- Well-organized, resourceful with good planning and problem-solving abilities
- Superior English writing capabilities (ability to write and comprehend technical guidance);
- Professional fluency in English required.
- Proof of South Sudanese citizenship/nationality

Interested applicants should submit their applications clearly indicating the position they are applying for and updated CV. This should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date of October 04, 2019 by email to di.ssudanjobs@gmail.com or through Hand delivery to Democracy International, Applications Submission Box, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Only short-listed candidates will be contacted. Applications received after the closing date will not be accepted.

