

Vacancy Announcement



JOB TITLE: National Grants Manager
BAND/LEVEL/GRADE: 7B
Department: Grants
LOCATION: Juba, with some travel to field sites
Overtime Eligible: Exempt
(per local law)



BACKGROUND: IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, field offices in Lakes, Unity, and Northern Bahr el Ghazal states. Currently, IRC South Sudan implements programs in primary health care, community case management, environmental health, women’s protection and empowerment, protection and access to justice and livelihoods.

JOB OVERVIEW: The Grants Manager provides day-to-day oversight of a number of projects within a specific portfolio. The Grants Manager is the focal point for all proposal development, donor reporting, information management and grants management capacity-building efforts within their portfolio. The Grants Manager also provides key support to the Senior Grants Managers in programmatic and budgetary monitoring, compliance with donor and internal IRC rules and regulations and other key functions as required.

MAJOR RESPONSIBILITIES: The Grants Manager shall:

- Support the development of high quality funding proposals for submission to donors in coordination with Program Coordinators and Budget Manager, as requested by the Sr. Grants Manager.
- Lead day-to-day aspects of donor reporting processes to ensure the timely submission of high quality programmatic reports, and coordinate with the Finance team to ensure timely submission of budget modifications and financial reports.
- Ensure quality information management through regular maintenance of grant files, developing compliance sheets, updating of internal IRC documentation and other Grant Unit tools, including coordination and preparation of documents and files for internal and external audits.
- Monitor and facilitate compliance of programs with donor and IRC requirements and raise issues affecting external/internal compliance to the Sr. Grants Manager.
- Assist the Sr. Grants Manager in preparing, reviewing and modifying memoranda of understanding and contracts of grant agreements as needed by the IRC South Sudan Country Program.
- Support the Sr. Grants Manager in the preparation and follow-up of grants operations meetings, and lead the meetings at Juba and/or field level as requested by the Grants Coordinator.
- Build grant management capacity of field staff by facilitating training, and providing one-on-one follow up support, in report writing, proposal development and other topics.
- Support the Grants Unit in other key grants management, program development, monitoring and evaluation, communications and external relations activities as requested.

Key Working Relationships

Position Reports to: Senior Grants Manager

Indirect/Technical Reporting: N/A

Position directly Supervises: N/A

Key Internal Contacts:

Country Program: Technical Coordinators, Other members of grants team, Finance Team, Supply Chain Team, HR team, Field Coordinators, Operation Coordinator.

Region/Global: Regional Grants and Business Development Units

Key External Contacts: County Health Department (CHD), Ministry of Health (MoH), Clusters and coordinating bodies, UN agencies, donors, and other partners.

Job Requirements

Education:

At least a BA/BSC in international relations, international development, social sciences or a related field

Work Experience:

At least five years of work experience in relief or development programs, including playing a significant role in, or leading, funding proposal submissions for institutional donors;

Demonstrated Technical Skills:

- Prior grants management experience and familiarity with USG (USAID/OFDA, BPRM), European (DFID, ECHO, DANIDA, SIDA), and UN (UNHCR, UNFPA, UNICEF, CHF) donor regulations, procedures and requirements;
- Familiarity with international standards for key program areas (Sphere standards, health, protection, gender-based violence and livelihoods standards);

Demonstrated Managerial/Leadership Competencies:

- 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; and
- Able to work well both within a team and independently, in a challenging and fast-moving multicultural environment.

Languages:

Fluent in English

Computer/Other Tech Requirements:

Good computer skills: MS Word, Excel, and email/internet software.

Professional Standards

The IRC and IRC workers 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.

Gender Equality: IRC is committed to narrowing the gender gap in leadership positions. We offer 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

Equal Opportunity Employer: 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.

The position is for: **South Sudanese national with all the national documents.**

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to the Juba IRC Head Office-Located in Goshen House 2nd floor -Human Resources or you can e-mail applications to SS-HR@rescue.org not later than **14th June 2020**.

NOTE: Only short listed 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 National Grants Manager - Juba, with some travel to field sites.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

