



## ADVERTISEMENT

**Post Title:** Grants & Compliance Manager

**Number of Vacancies:** 01 (one)

**Duty Station:** Juba – South Sudan

**Contract length:** 12 Months renewable

**Reports to:** Director of Finance & Administration

### ORGANIZATIONAL BACKGROUND

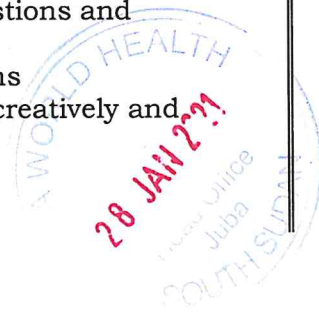
Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals, and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

### JOB SUMMARY

**This position for the MOMENTUM Integrated Health Resilience project, led by IMA World Health, will report to the Director of Finance & Administration.** The Grants & Compliance Manager is an integral part of the MIHR team in the country. The position oversees and administers the program's sub award and sub-grants portfolios and safeguards project's overall compliance with donor regulations as well as the South Sudan applicable local laws. This position will design and implement systems to ensure transparency, competition, proper documentation, compliance monitoring, and cost analysis and will produce compliance reports and coordinate capacity-building efforts for local sub recipients. With strong expertise on USAID rules and regulations, s/he will provide support to various functions of the project, including soliciting input from technical specialists for the overall management and administration of MOMENTUM Integrated Health Resilience project's sub grants portfolios.

### General Responsibilities

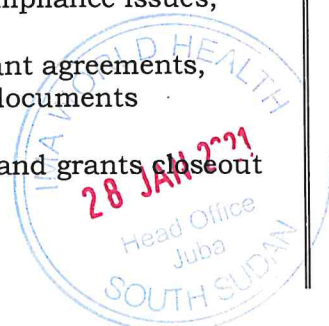
- Ensuring compliance with USG federal regulations and IMA policies and procedures by reviewing and editing procurement documents
- Serving as a technical resource by responding to compliance related questions and advising on various compliance matters and IMA policy
- Developing and/or revising project templates and ancillary business forms
- Participating in the development of policies and standards and thinking creatively and critically about ways to streamline operating procedures



- Assisting with compliance on US Government reporting requirements such as Family Planning Statutory and Policy requirements, FFATA, EMMP and many others, as requested by the HQ compliance team

### **Sub recipient management**

- Establish and maintain systems and procedures for USAID sub grantee/sub recipient engagement processes
- Ensuring compliance with IMA World Health and USAID regulations
- Setting up systems for open competitions in accordance with USAID rules and regulations
- Conduct pre-award survey on sub recipients prior to issuing agreements/grants with an emphasis on financial and operational review. Identify areas of improvement for partners to work on and include in their implementation plans. Map/identify resources needed for capacity building of local partners, internal and external resources and initiate procurement of services as required. Develop capacity building plans based on identified areas of improvement and help partners achieve that plan.
- Utilize required templates to issue, amend sub-grants, and sub awards under the MOMENTUM IHR.
- Negotiate acceptable terms and conditions with sub grantees and seek approval from Chief of Party for any terms that deviate from IMA policies and required templates
- Review all program descriptions and requirements to be incorporated into grants and sub awards proposed by project technical staff for content consistency, accuracy, and compliance with IMA World Health policies and USAID regulations
- Liaise with sub recipients, including routing of their invoices to technical managers for approval prior to payment
- Ensure accuracy in partners' accounting and financial reporting. Proper budget allocation of expenses, reasonability of expenses and allow ability per Donor regulations
- Setting up compliance monitoring systems
- Monitor sub recipients in the requirements of proper project management in order to adhere to USAID and IMA World Health regulations and policies and performance, and initiate corrective action if performance falters.
- Manage and coordinate the collection of required deliverables and complete supporting documentation consistent with USAID requirements and IMA's policies, evaluation of offers/bids, and negotiation/award of grants.
- Support activities of Finance staff in the areas of fiscal management, audit, and financial reporting for all sub-awards.
- Develop and maintain a comprehensive knowledge of related regulatory, statutory and administrative requirements, particularly with respect to Government of South Sudan laws and regulations, and USAID
- Update and maintain the partnership tracking and issues log with input from the finance and program teams, verifying the accuracy and completeness of the information and filing all documents in the partnership tracking and issues log, and reporting to the Senior Management Team on a monthly basis;
- Conduct and document regular grantee site visits to ensure that pre-award conditions are addressed and implemented by sub recipients within the period specified in the grant/sub agreement.
- Review monitoring and closeout visits reports and follow up on all grant compliance issues, audits, and document resolutions.
- Liaise with the HQ based MIHR Compliance team to prepare and review grant agreements, grant budgets, ensuring necessary clauses are added and review all grant documents (programmatic and financial) for completeness.
- Play a leading role in preparing for and facilitating grants kickoff meetings and grants closeout meetings.





- Guide partnership close-outs, including ensuring that all requirements of the grant agreement have been met and that grant funds have been properly settled for final sign-off by the Director of Finance and Administration.
- Maintain hard copy and electronic copies of all documentation pertaining to each sub award file are complete and up to date as per IMA World Health Requirements. -
- Assist and work closely with the COP on tasks regarding the compliance of sub-partners
- Responsible for ensuring USG/USAID legislative and policy compliance and compliance related to all family planning aspects as dictated by USAID rules and regulations
- Hold regular review meetings, including the COP, to monitor, manage, and collaborate with sub awardees
- Other responsibilities as assigned

### **REQUIREMENTS**

- Bachelor's Degree in finance/accounting or related field, advanced degree preferred;
- Professional certification (CPA, ACCA, CA, etc) and membership to a reputable accounting body is required.
- Minimum of 7 years of progressive work experience in negotiating, awarding and administering grants under contracts and sub grants, particularly those funded by USAID and other foreign governments or multilateral institutions.
- Strong leadership, diplomatic, analytical and organizational skills; demonstrated ability to work both independently and within a team, assess priorities, and manage multiple activities with attention to detail, meeting tight deadlines under pressure
- Significant experience in the development and negotiation of various agreements and contracts, including creative problem solving
- Experience in building the capacity of local organizations to adhere to USAID requirements and regulations is preferred
- Excellent communication skills including written and oral communication and the ability to present to groups of all sizes
- Solid diplomatic skills, including the ability to effectively manage a variety of internal and external relationships, especially relationships with contractors and grantees
- Ability to be flexible and work well under pressure in a fast-paced team environment
- Solid Computer skills-facility with MS Word, Excel, and e-mail/internet software; knowledge of fund accounting software (MIP desirable)

### **APPLICATION INSTRUCTIONS:**

Interested candidates who meet the above conditions should forward their CVs and covering letters (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org), or hand delivered to the South Sudan Country Office. UAP Equatoria Tower, 8<sup>th</sup> Floor, Wing B. Hai Neem, Malakia Rd. Deadline for submission is **Wednesday February 17, 2021 by 5 pm South Sudan Local time.**

### **Include Name of the position in email subject line or on the envelope clearly marked**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

**Open to South Sudanese nationals only**

