

MINISTRY OF LABOUR & PUBLIC SERVICE
 Approved by Labour
 16 SEP 2019
 16/9/2019

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

SUMMARY OF JOB PURPOSE:

Democracy International (DI) seeks to hire a Grants Assistant 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. The Grants Assistant supports the Grants Team in the oversight and administration of a large portfolio of grants and small awards to local organizations throughout the country.

Job Duties and Responsibilities:

Support the Grants Team on the financial & administrative management of grants to ensure compliance with USAID grants processes and regulations. This will include but not be limited to the following tasks:

- Manage record-keeping and the collection of grant files and data relevant to the grants cycle to include maintaining a system of tracking proposals submitted by partners;
- Assist the Senior Grants Officer to conduct pre-award assessments of sub-grantees;
- Assist in any monitoring of activities to ensure they are sufficiently completed by the awardee;
- Together with the Finance Department, support the verification and auditing of financial records submitted by partners;
- Engage the procurement team to ensure in-kind acquisitions are properly arranged and completed;
- Input training data relevant to the grant;
- Arrange travel and logistics as needed for the team's travel;
- Assist with any trainings or public events related to the grants including interpretation, event preparation and closing, and other organizational support;
- Assist with weekly and quarterly reporting on the grantee activities and coordinate with the M&E team to ensure grantee data is properly captured in SUCCESS systems;
- Coordinate with the rest of the SUCCESS programs and operations teams as needed.

Qualification Required:

- Diploma in Business Administration or related field
- Two or more years of experience in an international or local organization in an administrative support position or similar position;
- Previous experience and expertise working with community-based organizations and NGOs;
- Strong capability in word processing, internet-based research, email and telephone communications, and office technologies;
- Ability to travel as needed throughout the country to support project activities;
- Superior written and spoken fluency in English;
- Fluency in one or more local languages, and;
- Proof of South Sudanese citizenship/nationality.

Interested candidates should submit their applications and updated CV indicating the position they are applying for in the subject line of their email, by October 04, 2019 either by email to: DI.SSudanjobs@gmail.com or through Hand delivery to: Human Resources Officer, Democracy International, AFEX River Side Camp, Hai Malakal Juba, South Sudan.

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

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