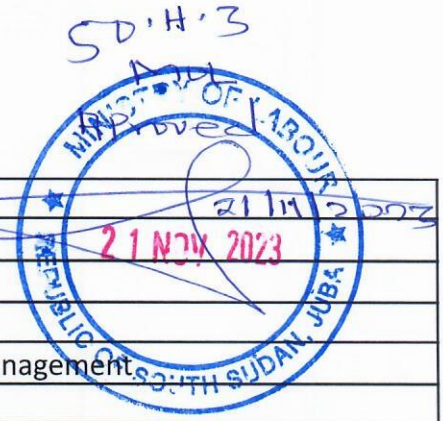




JOB ADVERTISEMENT

Job Title	Grants and Compliance Manager
Supervisor	Country Director
Supervisee	Grant Officer
Location	Juba, South Sudan
Experience Level	At least 3-5 years of experience in grants Management
Number of vacancies	One (01)
Key Relationships	Country Director, Head of Programs, Head of Finance, Project Managers and Technical Advisors, (Regional & HQ)
Position Opening Date	21 November 2023
Deadline	8 December 2023

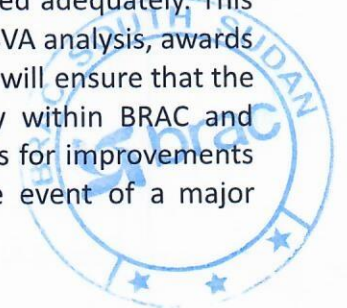


About BRAC South Sudan

Founded by Sir Fazle Abed in 1972, the acronym of “BRAC” stands for ***an idea of a World where everyone has an equal opportunity to realize their potential***. With a strong landmark in Bangladesh, BRAC has grown into the World’s largest development organisation tackling poverty at scale. In 2009, BRAC International (BI) was set-up as a non-profit foundation in the Netherlands to govern and manage all BRAC entities outside Bangladesh. Currently BI operates in 11 countries (Africa and Asia) whilst offering technical assistance to 34 governments Worldwide. BI is famous for investing in communities’ own human and material resources, catalyzing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives. BI has been operational in South Sudan since 2006 and legally incorporated as BRAC South Sudan. Over the years, BRAC has delivered programs in livelihoods, health, education, micro-finance and emergency response. Currently BRAC South Sudan is working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal. The current programs include (1) USAID contract for the Education for Peace, Recovery, and Resilience (EPRR) project in South Sudan under premiership of FHI 360, (2) Global Affairs Canada-funded project for Community-based Education (COBE) for Out of School Girls & Vulnerable Children that addresses institutional, social and cultural barriers to quality basic education, together with building community systems, food security and critical life skills, and (3) UNOPS funded Third Party Monitoring (TPM) project.

Job Summary

The Grants and Compliance Manager position shall support the Head of Programmes in strategic and operational stewardship over donor funds by applying a set of relevant systems, policies, procedures, and tools to ensure that grants and contracts are donor compliant and best serve the organisational mission. Under the direction of a Head of Programmes, while receiving technical support from the HQ /RO Grant Management team, the Grant Manager oversees and coordinates the administrative management of all grants and contracts implemented by the country office (development, delivery, and closure) including support to award setup, staff training to ensure donor rules and regulations are understood and implemented properly, and preparation and submission of donor reports. S/he works closely with program and Finance staff to make sure all funds are accounted for accurately and program budget line items are managed adequately. This includes activities such as support in proposal development, donor reporting, BVA analysis, awards tracking, sub-grant report preparation, monitoring, and filing. In addition, S/he will ensure that the country program adheres to all its grant management obligations internally within BRAC and externally with donors. This position is empowered to make recommendations for improvements needed within Country Office systems to support donor compliance. In the event of a major



humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

Main Responsibilities:

1.0 Coordination

- Coordinates the drafting process for financial and narrative reports, ensuring submission deadlines are met.
- Coordinate with program during development of donor Project Proposal
- Liaises with the donor/Affiliates regarding any clarifications on reporting dates or changing donor requirements.
- Facilitates meetings (Kick Off, monthly Grant Review, and Close Out) with a diverse stakeholder group

2.1. Compliance

- Supports adherence to BRAC Grant and Sub-Grant Management procedures and policies.
- Supports adherence to basic donor compliance requirements across the Country Office through regular communication of compliance elements
- Ensures that Donor requirements related to grants and contracts' financial management as well as various contractual obligations for each project (reporting deadlines, deadlines for submitting cash projections, audits, evaluations, any other) are fully understood by implementing teams and adhered to;

2.2. Analysis

- May support review of proposal budgets to ensure correct budget template and identify questionable costs from donor compliance perspective.
- Perform monitoring of grants and perform further analysis to aid in the resolution of issues identified.
- Provide Monthly updates on the 5 Grants management KPIs.
- Maintain portfolio and pipeline tracker for the Country Office
- Maintain reporting tracker for the Country Office updated
- Maintain the Grants cycle analysis and keep updated.
- Identify the specific risk of the Grants and guide to resolve any issue
- Financial analysis with BVA for the Grants monthly

2.3. Systems

- Maintain grant files in accordance with BRAC procedures.
- Act as Country Office super user and lead on the BRAC Grant Management System, and its reporting functions, and ensure adherence to system guidelines to promote data quality.
- Ensure the related files, update checklist in the g-drive that is accessible to CO, RO

Required Qualifications/Person Specifications (Experience, Knowledge and skills)

Experience and Knowledge

- At least 3 years' experience in development or related field
- Experiences in grant management
- Basic computer skills (Ms Word, Ms Excel and Ms PowerPoint, SPSS)
- Excellent report writing skills
- Good facilitation and listening skills
- Experience with NGOs
- Knowledge of the requirements of major institutional donors including budgeting, eligibility issues, compliance management, and reporting; experience in engaging with donors at a strategic



level (UNHCR, USAID, GAC, DFAT, DFID, FCDO, BHA, EU)

- Knowledge of BRAC, its history, and its programmes and culture is desirable
- Understanding of the financial aspects of grant management, and ability to work with Finance Departments on grant management issues.

Skills and Competencies

- Strong strategic and creative thinking capacity, combined with attention to detail
- Strong leadership and interpersonal skills with a “team first” mindset
- Excellent representation, presentation, coordination and communication skills, including the ability to communicate effectively with people of varied professional and cultural backgrounds
- Demonstrated proficiency in writing, editing and reporting
- Personal commitment, drive for results and flexibility and proven ability to solve complex issues through analysis, definition of way forward and buy in
- Strong attention to detail, problem solving skills, and ability to analyze trends.
- Computer literate (i.e. Google Suite/ Word, Excel, Outlook, Internet Explorer, financial systems)
- Commitment and ability to build the capacity of others
- Substantial knowledge of program and proposal development, including financial and budgetary control, and project/process management
- Proficiency in the use of Google suite applications, MS Office and other relevant technologies
- Strong knowledge and understanding of current trends in digital/social media
- Commitment to BRAC South Sudan’s organisational vision, mission and value

How to apply (Application Instructions)

Interested candidates who meet the above requirements should submit their applications by 13:00hrs December 8, 2023 (5:00PM Juba time) to the following email address jubahr-ssd@brac.net or takido.bendele@brac.net /hand delivered to BRAC country Office Atlabara Plot 15 Block L14 Juba . BRAC believes that everyone we work with including our staff, partners, programme participants and the community has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation. We uphold human dignity and inclusion rights for all, regardless of age, race, religion, gender, disability, ethnic origin or socio-economic condition. As an equal opportunity employer, we actively encourage applications from women and gender-diverse individuals. We welcome persons with disabilities to apply. We nurture a culture where all individuals have the opportunity to realize their potential. Any personal persuasion will result in disqualification of candidature.

