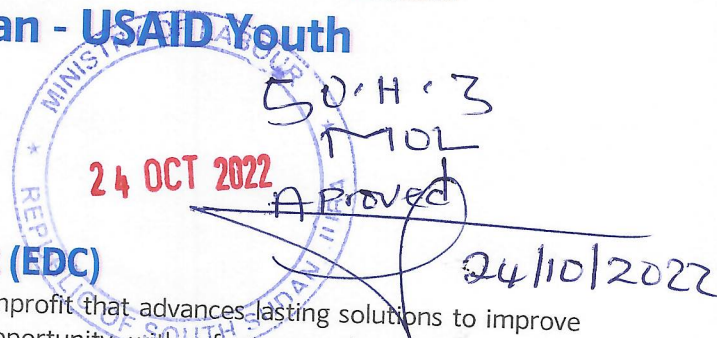


Grants Manager - South Sudan - USAID Youth Empowerment Activity

Position Location: South Sudan
Project Name: USAID Youth Empowerment Activity
Anticipated Start Date: Immediate



EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity and inclusion in the workplace.

Project Description

The USAID Youth for Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across five states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. The USAID Youth for Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

Position Description

The Grants Manager will manage the USAID YEA Grants Program and ensure that it is runs efficiently and transparently in coordination with the USAID YEA technical and finance staff Responsibilities include, but are not limited to, grant strategy development, workplan development, development of grant solicitations, and review of applications, grant applicant risk assessments, selection of grantees, grantee orientation and training, grantee performance monitoring and financial management. The Grants Manager will report to the Senior Finance Manager. This is a full-time position based in Juba, South Sudan.

Essential functions include, but are not limited to:

- Ensure the grants program complies with all EDC and USAID rules, regulations and policies and in accordance with the EDC USAID YEA Grants Manual;
- Develop the grant strategy and selection criteria in consultation with senior technical advisors, EDC project management team and USAID;
- Develop grants program work plan in collaboration with the DCoP and the Director of Finance and Operations;



- Direct the competitive Request for Application (RFA) processes, including the development of the RFA document and providing oversight of the review of grant applications and selection of Grantees;
- Conduct and/participate in pre-RFA meetings or conferences as applicable;
- Ensure that risk assessments are performed for each Grantee and that results are incorporated into the grant;
- Prepare grant agreements and coordinate with the Director of Finance and Operations and EDC headquarters on related matters;
- Support the review of Grant agreements for any modification or extension of the grant agreement, while maintaining focus on the total budget;
- Work with the DCOP to conduct and develop capacity building plans and learning environment improvement plans that inform in-kind granting that is responsible, appropriate and strategic
- Work with the operations team to ensure smooth procurement and distribution of equipment and materials.
- Review Grantee activity reports, deliverables, and expenses, and supporting documentation to ensure compliance with the terms of the Grant Agreement both financially and programmatically;
- Supervise the timely disbursement of funds to be paid to Grantees in accordance with the terms of the grant;
- Review grant modification applications and prepare grant modifications once approved;
- Conduct periodic field visits as well as audits to monitor grant compliance in relation to the terms and conditions of the grant agreement and recommend corrective actions, as necessary;
- Monitor and control the sub grantees' budgets;
- Participate in the revision of the annual work plan and coordinate with the Grantees to revise the work plan and budget as necessary;
- Oversee the closeout of each Grant;
- Maintain a detailed grants status calendar and grants electronic filing system;
- Ensure that all grantees' reports are properly filed;
- Develop necessary guidelines for Grantees and organize training and guidance on grants management, as required.

The candidate for the position of Grants Manager shall have at a minimum the following qualifications:

Education:

Master's degree in International Development, Business Administration, Public Accounting or related field or similar number of years of relevant professional experience.

Skills and Experience:

- A minimum of 7 years of progressively responsible and directly relevant experience in similar positions;
- Knowledge of USAID regulations is highly desired;
- Proficiency in advanced Excel and MS Word;
- Experience in project management, and granting highly desired;
- Experience in budget review and monitoring and cost controls required;
- Excellent social skills at all levels, cultural sensitivity, ability to work under pressure and with a team, negotiate diplomatically, and the ability to work in a multicultural and multidisciplinary work environment;
- Ability to prepare and conduct presentations;



- Ability to develop capacity building plans and facilitate trainings;
- Availability to work and travel in all areas of South Sudan.

Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least two local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

Application Instructions:

Job closing date: November 10, 2022

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/SouthSudanJobs) at: <https://go.edc.org/SouthSudanJobs>
Or hand deliver applications, enclosed in an envelope, to the Security Desk of River Camp/AFEX addressed to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received. Applications submitted without a resume or CV will not be reviewed.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is an Affirmative Action/Equal Opportunity Employer committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

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