

EDUCATION CANNOT WAIT (ECW) – CORE PROGRAMME JOB DESCRIPTION: GRANTS, AWARDS & PARTNERSHIP MANAGER

1. JOB DETAILS

Position Detail	Description
Job Title	Grants, Awards & Partnership Manager
Programme	Education for Resilience in South Sudan – ECW CORE
Duty Station	Juba, South Sudan
Travel Requirements	Frequent travel to programme and partner locations, as required
Employment Status	Full-time, project-funded
Duration	36 months, subject to approved programme dates and funding
Salary Allocation	100% ECW-funded, subject to the approved budget and grant conditions
Reports To	Education Technical Lead
Matrix Reporting	Finance Manager on grant financial compliance
Functional Reporting	Head of Programs & Business Development
Partner Portfolio	Six ECW CORE partners assigned to UNKEA

2. BACKGROUND

The Universal Network for Knowledge & Empowerment Agency (UNKEA) is a South Sudanese national non-governmental organisation working to strengthen resilience, education, protection and development for vulnerable and crisis-affected communities.

Under the Education Cannot Wait (ECW) CORE Programme, *Education for Resilience in South Sudan*, UNKEA serves as National Co-Lead and strategic national partner alongside Save the Children International (SCI), which serves as Consortium Lead.

Effective implementation requires robust grant administration, partnership management, due diligence, compliance monitoring, reporting, risk management and partner capacity strengthening. These functions help ensure that consortium partners meet their contractual obligations, comply with ECW requirements and deliver agreed programme results.

The Grants, Awards & Partnership Manager will oversee grant and partnership management processes for the six ECW CORE partners assigned to UNKEA. The role will strengthen partner accountability, maintain reliable grant records, monitor contractual performance and coordinate timely reporting and compliance follow-up.

The position will work closely with the Education Technical Lead, Finance Manager, MEAL and Communication personnel, Head of Programs & Business Development, and the designated organisational Risk and Compliance function. It does not replace or assume the formal responsibilities of Finance or Risk and Compliance. Financial controls, payment

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APPROVED.
K. A. H. 18/10/2020
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authorisation, accounting and official financial reporting remain with the authorised Finance function.

3. PURPOSE OF THE POSITION

The Manager will ensure that grant obligations, partnership agreements, due diligence requirements, partner performance, reporting deadlines and grant-related risks are systematically monitored across the six assigned partners.

The position will promote accountable partnerships, strengthen partner grant-management capacity, coordinate compliance monitoring and support UNKEA in meeting its obligations as a national co-grantee and consortium co-lead.

The Manager will facilitate coordination between programme implementation, partnership administration, financial compliance and donor reporting, ensuring that concerns are documented, corrective actions are followed up and significant issues are escalated through established management channels.

4. KEY RESPONSIBILITIES

4.1 Grants and Awards Management

- Maintain grant registers, award records, obligations matrices and reporting calendars.
- Monitor grant conditions, deliverables, milestones, eligibility requirements and deadlines.
- Coordinate grant inception, amendments, extensions and close-out processes, subject to approval.
- Maintain complete, secure and audit-ready grant files, including agreements, approved budgets, amendments and donor correspondence.
- Communicate upcoming obligations and deadlines to relevant partners and UNKEA personnel.
- Identify potential breaches of grant conditions and recommend corrective action.

4.2 Partner Due Diligence and Capacity Strengthening

- Coordinate partner due diligence, organisational capacity assessments and periodic reassessments in line with ECW and consortium requirements.
- Maintain partner assessment files, risk profiles and supporting documentation.
- Identify gaps in grant management, financial accountability, procurement documentation, reporting, safeguarding and other compliance systems.
- Work with partners and relevant UNKEA personnel to develop and monitor capacity-strengthening plans.
- Track agreed improvement actions and escalate significant weaknesses, overdue actions and unresolved risks.
- Promote proportionate, transparent and risk-based partner oversight.

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4.3 Partnership Agreement Management

- Coordinate the preparation, review and administration of partnership agreements in accordance with UNKEA procedures and applicable ECW requirements.
- Ensure agreements clearly define roles, deliverables, budgets, reporting schedules, compliance obligations, safeguarding provisions and accountability arrangements.
- Maintain an up-to-date register of agreement validity, obligations, amendments and extensions.
- Follow up on outstanding contractual commitments and maintain records of partner correspondence and decisions.
- Coordinate proposed amendments and extensions with relevant programme, Finance, Compliance and management personnel for authorised approval.
- Support orderly partnership close-out, including outstanding deliverables, reports, financial documentation and lessons learned.

4.4 Partner Performance and Compliance Monitoring

- Monitor the six assigned partners' compliance with agreements, grant conditions, implementation milestones and reporting deadlines.
- Maintain a partner compliance and performance tracker documenting progress, outstanding requirements and corrective actions.
- Follow up on late, incomplete or inconsistent submissions and ensure issues are addressed within agreed timelines.
- Coordinate periodic partner review meetings with the Education Technical Lead and relevant programme personnel.
- Document decisions, action points, responsible persons and deadlines.
- Identify recurring performance concerns and recommend corrective measures.
- Escalate unresolved contractual, compliance and capacity issues through established management channels.

4.5 Grant Financial Compliance Coordination

- Monitor grant-related financial conditions and partner reporting obligations in coordination with the Finance Manager.
- Track financial reports, liquidation documents, supporting records, advances and outstanding documentation.
- Support periodic budget implementation reviews and flag potential ineligible expenditure, unsupported costs, missing documentation or material budget deviations.
- Coordinate proposed budget revisions and amendments, ensuring the required technical, financial and donor approvals are obtained.
- Support audits, spot checks, partner assurance reviews and grant-related verification exercises.
- Maintain a clear distinction between compliance monitoring and financial authorisation, accounting and official financial reporting, which remain with Finance.

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4.6 Reporting and Donor Compliance

- Maintain the reporting calendar and track partner, consortium and donor submission deadlines.
- Communicate reporting templates, requirements and submission schedules to assigned partners.
- Review partner submissions for completeness and consistency with contractual obligations.
- Coordinate grant-related inputs for consortium and donor reports.
- Work with the Education Technical Lead on technical updates, MEAL and Communication personnel on results and evidence, and Finance on financial information.
- Follow up on inconsistencies, missing evidence and requested clarifications before reports are submitted for approval.
- Maintain records of submitted reports, donor feedback, revisions and follow-up actions.

4.7 Risk Management and Consortium Coordination

- Maintain grant and partnership risk registers covering contractual, fiduciary, operational, compliance and partner-capacity risks.
- Track mitigation actions, responsible persons and deadlines.
- Contribute to consortium risk assessments, joint reporting and management reviews.
- Coordinate grant-related matters with SCI and relevant consortium partners through established channels.
- Track consortium decisions affecting UNKEA's obligations and assigned partners.
- Coordinate with the organisational Risk and Compliance function when grant-related issues have wider institutional implications.
- Escalate suspected fraud, corruption, safeguarding concerns and significant compliance breaches through the appropriate reporting channels.

4.8 Partnership Development and Localisation

- Promote transparent, equitable and accountable relationships with assigned partners.
- Strengthen partner understanding of grant conditions, reporting standards and contractual responsibilities.
- Support meaningful participation of national and local organisations in programme planning and review, within approved governance arrangements.
- Monitor agreed localisation and partner-strengthening commitments.
- Document good practices, capacity improvements and lessons learned to inform future partnership arrangements.

5. FIRST 100 DAYS

During the first 100 days, the Manager will:



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1. Review the ECW grant agreement, award conditions, consortium arrangements and relevant partnership agreements.
2. Establish or update grant registers, obligations matrices, partnership registers and reporting calendars.
3. Review due diligence and capacity-assessment records for the six assigned partners.
4. Establish or update partner compliance, performance and risk trackers.
5. Review outstanding partner reports, financial documentation and liquidation requirements with Finance.
6. Identify priority capacity gaps and agree on practical improvement actions.
7. Establish an organised, secure and audit-ready filing system and management dashboard.
8. Review agreement validity, outstanding amendments and upcoming deadlines.
9. Establish routine partner review meetings and action-tracking arrangements.
10. Submit an initial portfolio status report to the Education Technical Lead, highlighting compliance status, outstanding obligations, key risks and recommended actions.

6. KEY DELIVERABLES

Deliverable	Frequency
Grant obligations and award registers	Continuous
Partnership agreement register	Continuous; monthly review
Partner due diligence and capacity tracker	Quarterly and as required
Grant reporting calendar	Continuous
Partner compliance and performance tracker	Monthly
Grant and partnership risk register	Monthly and as required
Grant-management dashboard	Monthly
Consortium and donor reporting inputs	According to approved schedules
Audit-ready grant files	Continuous
Partner capacity-strengthening updates	Quarterly
Partner review meeting records and action tracker	Following each meeting
Initial portfolio status report	Within the first 100 days
Grant and partnership close-out documentation	At close-out

7. ROLE SCOPE AND AUTHORITY

The Manager is responsible for grant administration, partnership agreement management, due diligence coordination, compliance monitoring, reporting coordination, risk tracking and partner capacity-strengthening follow-up for the six assigned partners.

7.1 Delegated Responsibilities

Within approved procedures and delegated authority, the Manager may:

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- Request grant-related information and supporting documents from assigned partners and relevant UNKEA personnel.
- Coordinate partner review meetings and follow up on contractual obligations.
- Review partner submissions for completeness and compliance with agreed requirements.
- Recommend corrective actions, capacity-strengthening measures and proposed grant or agreement amendments.
- Maintain grant, partnership, compliance and risk records.
- Escalate significant performance, contractual and compliance concerns.
- Coordinate with SCI and consortium partners on assigned matters.
- Represent UNKEA in designated meetings when formally delegated.

7.2 Limitations of Authority

The Manager may not:

- Commit UNKEA financially or enter into contractual obligations without delegated authority.
- Approve payments, authorise expenditure or override Finance controls.
- Sign, amend, suspend or terminate agreements without the required authorisation.
- Waive donor requirements or approve deviations without the appropriate approval.
- Independently suspend partner funding or terminate partnerships.
- Make employment or disciplinary decisions concerning partner staff.
- Assume oversight of partners assigned to other consortium members without formal delegation.
- Override consortium governance arrangements or assume the formal responsibilities of Finance, MEAL, Risk and Compliance, Human Resources or other designated functions.

All material grant, contractual, financial and compliance decisions must follow UNKEA procedures, ECW requirements and applicable consortium governance arrangements.

8. WORKING RELATIONSHIPS

Internal: The Manager will work with the Education Technical Lead on programme coordination and partner performance; the Finance Manager on financial compliance, budget monitoring and audit preparation; the Head of Programs & Business Development on functional guidance and institutional alignment; MEAL and Communication personnel on results evidence and reporting; the HR Manager on relevant administrative matters; and the designated Risk and Compliance function on institutional risks and compliance concerns.

External: The Manager will coordinate with SCI as Consortium Lead; the six ECW CORE partners assigned to UNKEA; other consortium partners where required; ECW representatives when authorised; relevant government and education-sector coordination structures; and authorised auditors or assurance providers.

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9. SAFEGUARDING AND ETHICAL REQUIREMENTS

The post holder must comply with UNKEA's Code of Conduct, safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) requirements, child-protection standards, anti-fraud and anti-corruption policies, confidentiality rules and conflict-of-interest procedures.

The Manager must promote ethical conduct and accountability in all grant and partnership activities. Suspected fraud, corruption, exploitation, abuse, safeguarding breaches or other serious misconduct must be reported through established channels. Sensitive partner information must be handled confidentially and shared only with authorised personnel.

10. QUALIFICATIONS AND EXPERIENCE

10.1 Essential

Applicants must have:

- A bachelor's degree in Finance, Business Administration, Development Studies, International Development, Economics, Accounting, Project Management or a related field.
- Five to seven years of progressively responsible experience in grants, awards, partnership management, donor compliance or programme management.
- Demonstrated experience managing donor-funded grants, partnership agreements and partner due diligence.
- Experience in donor and consortium reporting, risk management, budget monitoring and audit preparation.
- Experience working with national or international NGOs, local partners or multi-agency consortia.
- Strong organisational, analytical, documentation and report-writing skills.
- Ability to monitor contractual obligations, follow up on outstanding actions and manage competing deadlines.
- Strong interpersonal and communication skills and a commitment to accountability, safeguarding and ethical conduct.

10.2 Desirable

- A relevant master's degree or professional qualification in grants, finance, project management or a related discipline.
- Experience with ECW-funded programmes or Education in Emergencies.
- Experience in South Sudan or comparable humanitarian and development contexts.
- Knowledge of donor grant conditions, localisation and partner capacity strengthening.
- Experience supporting multi-partner consortia and coordinating with international and national organisations.



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11. KEY PERFORMANCE INDICATORS

Performance Area	Indicator
Grant compliance	Obligations, conditions and deadlines systematically tracked
Partnership agreements	Agreements current, properly documented and monitored
Due diligence	Required assessments completed and records maintained
Partner reporting	Late or incomplete submissions followed up promptly
Partner performance	Performance concerns and corrective actions documented and tracked
Risk management	Risks recorded, escalated and monitored through mitigation actions
Audit readiness	Grant and partnership files complete and accessible to authorised reviewers
Financial coordination	Grant financial requirements coordinated with Finance
Capacity strengthening	Partner improvement actions monitored and progress documented
Consortium coordination	Timely and accurate grant-management reporting inputs provided
Agreement management	Amendments, extensions and close-out obligations tracked
Ethical compliance	Safeguarding, anti-fraud, confidentiality and conflict-of-interest requirements observed

12. MODE OF APPLICATION

Interested and qualified candidates should submit:

1. An updated curriculum vitae (CV).
2. A cover letter outlining relevant experience and suitability, particularly in grants and awards management, partnership coordination, donor compliance and partner capacity strengthening.
3. Copies of relevant academic and professional certificates.
4. Contact details for at least three professional referees.

Important: All application documents must be combined into a single PDF file before submission.

Email Applications

Send applications to jobs@unkea.org using the subject line:

Application – Grants, Awards & Partnership Manager, ECW CORE Programme

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Hand-Delivered Applications

Submit applications in a sealed envelope addressed to:

The Human Resources Manager
Universal Network for Knowledge & Empowerment Agency (UNKEA)
17th Avenue, Kator
Juba, South Sudan

Application Deadline: 5th November 2026, before close of business (COB).

Only shortlisted candidates will be contacted. UNKEA reserves the right to verify applicants' information and conduct reference and background checks in accordance with applicable procedures.

The position is open to **qualified national and regional candidates. Female candidates are strongly encouraged to apply.**



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