

JOB DESCRIPTION FOR A GRANTS MANAGER

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| JOB TITLE: | GRANTS MANAGER |
| REPORTS TO: | DEPUTY EXECUTIVE DIRECTOR, OPERATIONS |

JOB PURPOSE:

The Grants Manager is responsible for providing overall guidance/coordination of grants including sub granting processes for the Center for Health, Human Rights and Development (CEHURD). Working together with the Deputy Executive Director, Operations and Senior Management Team the Grants Manager is responsible for, among others, providing leadership in the planning, coordination and implementation of grants preparation processes; managing the sub-granting processes; drafting and monitoring grants budgets; managing grants contracts/agreements; tracking results, analyzing financial data per grant; and ensuring prompt reporting and compliance to grant conditions.

MAIN RESPONSIBILITIES:

The Grants Manager is responsible for ensuring prudent and efficient management of all grants and subgrants. The scope of work will include but will not be limited to the following:-

i) Grants Development

Spearhead and/or coordinate CEHURD's grantdevelopment processes. This may include preparing, reviewing and submitting to donor agencies good/fundable grant proposals, reviewing budgets in the grants proposals, verifying all related information, and ensure full and timely submission of all grant documents as requested by the funders.

Research several sources to identify available funding opportunities that are in line with CEHURD's work and resource mobilization strategy. Monitor and document the grant making workflow processes, forms, templates, reports and data to assure full compliance with internal controls and legal requirements. In close collaboration with project teams, develop project work plans, track implementation and participate in harvesting results.

Coordinate development of grant funding applications to secure grant funding for projects or programs. Lead preparation of grant applications and related documentation in prescribed format as directed by grant outlines or instructions for submission to appropriate agencies.

In collaboration with the research teams, use

evidence-based research to inform/ identify fundable Health, Human Rights and social justice aspects that are within CEHURD's work scope. Together with the Management team, participate in developing innovative ways of improving CEHURD's scope of work, within its mandate.

Support partners and coordinate activities regarding grants development that involve more parties than CEHURD. Collect all the necessary information and ensure accuracy and timely submission to potential funders. Prepare grant writing workshops and take lead in joint grant writing activities with CEHURD's partners.

Together with the Senior Management Team, participate in defending CEHURD's grant proposals and upon securing of grants, disseminate key conditions to the respective officers. Work closely with grant making consultants working on behalf of CEHURD and ensure that the institution's quality standards are met.

Actively participate in the development and implementation of CEHURD's resource mobilization strategy. In collaboration with the Senior Management Team, generate funds to effectively run CEHURD's programmes and ensure that CEHURD is financially ethical, stable and sustainable.

i) Grants Development

In collaboration with the Director of Finance, establish and ensure compliance to strong financial and administrative procedures. Actively monitor adherence to grant agreements, CEHURD policies and procedures and relevant external statutory rules and regulations. Support the Finance team in preparation of financial accountability reports and ensure that they are to funders and other stakeholders, timeously.

Support financial oversight for administration of grant funds. Conduct routine monitoring; coordinate preparation of grant budgets, budget amendments, budget change forms, and related documents; assist in accounting for expenditures of grant funds; obtain from each grant contact person monthly/ quarterly reports reflecting expenditures and reimbursement requests for the preceding period; ensure completion and submission of required financial reports in accordance with grant/contract guidelines.

In close collaboration with project management teams, set up clear compliance and related performance indicators, tracking mechanisms, and quality standards to ensure that donor expectations are met or exceeded.

Support grant audit processes. Utilize audit results to identify and correct problems involving accounting and reporting of grants.

Develop, update, and implement policies and procedures relating to grant administration and grant management.

iii) Strategic Partnership and Networking

Actively participate in building and managing of strategic partnerships with current and future donors, partners, subgrantees and related stakeholders

In line with CEHURD's risk management framework, carry out due diligence on potential donors and subgrantees to mitigate associated risks, and where necessary, advise management accordingly.

iv) Grants records management

Take custody of the grant agreements and/ or contracts and ensure that information therein is adequately disseminated to responsible officers and ensure full compliance to the same.

Track commitments made in the grant agreements and/or contracts and ensure compliance to all conditions by all parties involved i.e. by CEHURD and the donors with special emphasis on reporting commitments.

Build and maintain an up-to-date grant related computerized and manual data/ information system. Ensure proper filing and safe custody of information relating to each donor for ease of retrieval of such information as and when required by different stakeholders.

v) Development of grants management capacity

Provide technical assistance to peers and other project staff regarding grant projects. Work closely with grants management teams and other project management teams to ensure efficient management of all grants. Identify skill gaps and work hand-in-hand with senior and middle management teams to economically close the identified gaps.

Continuously research and source for capacity building opportunities for CEHURD's staff and partners in order to continuously improve the grants management skills level at CEHURD.

vi) Management of Sub-grants

Participate in the due diligence processes to select sub-grantees, lead contracting and award of sub-grantees, track performance and compliance of sub-grantees to their respective covenants and prepare period reports on the same, as required. Review reports submitted by the sub-grantees and ensure full accountability for funds as well as compliance to all sub grantee agreements. Participate in harvesting results from the sub-grantees as well as their capacity enhancement.

Develop, update, and implement policies and procedures relating to sub grant administration and management and ensure compliance to the same.

In instances where CEHURD is a sub-grantee, ensure that all terms of the subgrant are fully and timeously complied with.

vii) Reporting

Ensure that CEHURD accurately and timeously complies with grants and sub-grant reporting requirements. Carryout any other duties assigned the immediate supervisor and / or any other duly authorized staff.

JOB RELATED EXPERIENCE AND KNOWLEDGE:

At least 6 years' work experience with a minimum of at least 3 years' working experience at a management level in a reputable organisation.

Must have proven experience in applying for, managing and accounting for grants of at least USD20,000.

Must have basic understanding of financial management; auditing and project management processes.

Should have experience in conducting human rights advocacy campaigns.

Must have effective communications skills

ACADEMIC QUALIFICATIONS:

Minimum of a Master's Degree in Business Administration or a Master's degree in any one of the following disciplines: Law, Public Health, Human Rights, or Humanities or a related discipline from a recognised University.

Post graduate diploma in any one of the following disciplines: Law, Resource Mobilisation, Project Planning and Management, Monitoring and Evaluation, Governance or Human Rights will be an added advantage.

SPECIAL ATTRIBUTES:

1. Integrity, Honesty, Transparency and Accountability
2. Confidentiality, tact and diplomacy
3. Flexibility to environment and people
4. Commitment to social justice and excellence
5. Commitment to equality, inclusion and non-discrimination
6. Ability to travel at short notice
7. Ability to work with very limited supervision
8. Result-oriented and ability to meet tight deadlines
9. Respect for individual diversity