



Re-Advertised - Grants Management Coordinator

Title: Grants Management Coordinator

Location: Addis Ababa

Reports to: Program Manager

Grade - G1

Start of Contract & Duration: Six months with high possibility of Extension

Posting date: October 8, 2020

INTRODUCTION

The Danish Refugee Council (DRC), an international non-governmental organization (NGO), has been providing relief and development services in the Horn of Africa since 1997. DRC promotes and supports solutions to the problems faced by refugees, internally displaced people (IDPs), and migrants. The organization has offices across the region, and has been operational in Ethiopia since 2009. With funding from bilateral and multilateral donors, DRC is currently implementing a range of activities across Ethiopia and Djibouti, including WASH and shelter provision, child and youth protection, gender based violence response, awareness-raising of migration risks, protection monitoring of migration routes, and livelihoods support for returning migrants or those at-risk of migration.

OVERALL PURPOSE OF THE JOB

Under the supervision and management of the Program Quality Assurance Manager, and in collaboration and coordination with the Head of Program, and Addis Ababa-based technical team, the Grants Management Coordinator is overall responsible for grants management within the country team.



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 **APPLY FOR POSITION**

Application due:
10/18/2020

Workplace:
Addis Ababa

Department/Country:
Ethiopia/Djibouti

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

DRC (Danish Refugee Council), founded in Denmark in 1956, is Denmark's largest and the world's leading non-profit, independent, rights-based refugee organization.

This includes facilitating and supporting the development of high-quality funding proposals, in compliance with donor and internal DRC rules and regulations, responsible for donor reporting, information management and grants management capacity-building efforts. The post holder is also responsible for providing regular support and guidance to project cycle management and program strategy; advising and supporting field teams to ensure the successful implementation of all activities, through organizing and facilitating project kick-off meetings as well as mid-term reviews and project closure meetings. As the position is expected to develop an exceptional knowledge of DRC Ethiopia and Djibouti's donor portfolio, the position will contribute to the development and updating of program and fundraising strategies.

Our vision is to assist refugees, internally displaced people and their host communities to a dignified life. We protect lives and human rights and empower beneficiaries throughout conflict displacement by providing shelter, food, and hope in terms of work, education and integration towards a sustainable future.

DUTIES AND RESPONSIBILITIES

Key Responsibilities:

Grants Management-in accordance with Grants RACI (Responsible, Accountable, Consulted, and Informed) matrix

- Develop and maintain overview of all grants, donor requirements, rules and regulations, and internal and external deadlines and support implementing teams to ensure full compliance
- Oversee and refine grants and contract management systems and processes. This includes updating, streamlining, and disseminating grants management tools and resources
- Ensure quality information management through regular maintenance of grant files, updating internal DRC documentation and other grant unit tools
- Ensure extraction and sharing of all DRC grant contracts requirements to ensure understanding of contractual obligations and regulations at both the Addis and field levels.
- Draft, review and provide support in the negotiation of project agreements, including sub-agreements, teaming agreements and memoranda of understanding
- Organize and facilitate grant opening, review, and closing meetings; ensuring key actions agreed are documented, shared and followed up
- As and when required, act as the focal point to donor queries (as delegated by PQAM)
- As and when requested, support external donor audits and donor monitoring visits
- Responsible for day to day supervision of the national Grants Officer and the Reporting Specialist
- As part of this responsibility, develop and maintain the grants tracker which outlines DRC ongoing, pipeline and completed grants, and reporting schedules.

DRC's Grants Management Module (Dynamics) and Sharepoint archiving (in accordance with Grants RACI)

- As the Dynamics focal point for the DRC Ethiopia and Djibouti county program, manage and regularly update all DRC projects in Dynamics, creating new grant IDs, milestones, installments, documents, status, outputs, beneficiary numbers and correcting discrepancies, in close coordination with counterparts in headquarters.
- In supervision of the Grants team, guarantee maintenance and regularly update hard and electronic files for all ongoing DRC projects and assist in the coordination and preparation of project documents and files for internal and external audits.
- In supervision of the Grant team, guarantee that all grant related documents are properly organized and documented on Dynamics and Sharepoint or shared folders.

Proposal Development (in accordance with Grants RACI)

- Proactively work with the Program Quality Assurance Manager and Head of Program, and Addis Ababa-based technical team to plan and coordinate the development of high-quality project proposals and concept notes, including narratives, budgets, budget narratives, work plans, staffing lists, and other required annexes. This means compiling and reviewing all documents before sending to PQAM, HOP as well as HQ/Region for sign off.
- Support in conducting regular donor mapping exercises and in identifying new funding opportunities in line with the country programme's strategy
- Lead application process via the donor platforms and ensure compliance regarding no or cost extensions, amendments, top-ups, reallocations etc.
- As and when requested, attend donor meetings, upon request by the PQAM.

Reporting (in accordance with Grants RACI)

- Oversees the proper coordination with DRC project/area office teams and finance department to ensure high quality and timely submission of donor reports.
- Accountable for donor reporting processes, timeliness and quality; and ensure project teams are reminded of reporting dates, prepare reporting templates and provide guidance notes when necessary, edit and review for quality and clarity, and liaise with Program Quality Assurance Manager, region or country-level donors for final submission and necessary revisions.
- In the reporting process, the Grants Management Coordinator will also be accountable for sharing on a monthly basis, an up-to-date Rolling Action Plan/Tracker of key reporting milestones and due dates.

- Essential to this responsibility are strong English language writing and editing skills.

Programme learning, knowledge management and strategy (in accordance with Grants RACI)

- Document, analyse, and share learning from proposal and reporting processes, and compliance with donor rules and regulations.
- Support induction processes to new staff and provide regular refresher trainings and updates on donor rules and regulations
- Contribute to Project Cycle Management (PCM) trainings and usage of PCM tools in collaboration with MEAL Manager
- Responsible for maintaining and updating DRC's online Grants Management System (GMS) platforms and establish and manage country trackers
- Ensure learning from donor grants is captured, consolidated and disseminated, contributing to knowledge building and sharing within the country office and globally to influence policies and programme planning (where necessary). This includes ensure that regular grants closure meetings are taking place.
- Prepare necessary documentation, such as reports, presentations and organizational documentation, to share with DRC stakeholders, including briefings for DRC staff and external entities requesting information on DRC's programmes

External Reporting (in accordance with Grants RACI)

- Prepare necessary documentation, such as reports, presentations and organizational documentation, to share with DRC's donors and stakeholders, including briefings for DRC staff and external entities requesting information on DRC's programs.
- Liaise with relevant government agencies, including ARRA and regional governments, in the submission and follow up of MOUs.
- Serve as the primary focal point for local donors and partners on all grants related issues

All DRC roles require the post-holder to master DRC's core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

Experience and Technical Competencies:

- Master's degree in political science, international development, economics, social sciences or relevant field.
- Required: Minimum 3-5 years of relevant work experience with an international NGO.
- Demonstrated experience writing high-quality proposals and concept notes for large donors, including ECHO, EU, OFDA, UNHCR, DFID, BPRM, DANIDA and EHF.
- Extensive knowledge of donor rules and regulations.
- Demonstrated ability to prioritize large workloads, to consistently meet deadlines and adapt in a complex and challenging work environment.
- Ability to work effectively and efficiently both independently and in teams.
- Full professional proficiency in English, with exceptional writing skills.
- Excellent verbal and written English

TO APPLY

Interested candidates who meet the required qualifications and experience are invited to submit updated CV and cover letter explaining their motivation and why they are suited for the post.

We only accept applications sent via our online-application form on www.drc.ngo under Vacancies.

Please note that we receive applications up to October 18, 2020.

For general information about the Danish Refugee Council, please consult www.drc.ngo.

Gender Equality: DRC is committed to achieving gender parity in staffing at all levels. In light of this, women candidates are particularly encouraged to apply to bridge the gender gap.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics

We encourage **only qualified Ethiopian Nationals** to apply. DRC considers all applicants based on merit.

DRC as an employer

By working in DRC, you will be joining a global workforce of around 8000 employees in 40 countries.

We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/about-us/job-and-career/support-for-job-seekers.

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Apply for position