



A private, nonprofit
organization providing
development and emergency
assistance to Africa
since 1970.

GRANTS MANAGER

Africare is an independent, non-profit organization working to improve the quality of life of the people in Africa. Since 1970, we have worked in partnership with Africa to build sustainable, healthy and productive lives and communities, lending our voice to African development and policy issues. Headquartered in Washington, DC with an international staff of over 1200 working in 20 countries, Africare is a leader in aid to Africa as well as the largest non-governmental organization working exclusively in Africa. Because Africare *specializes* in Africa, our staff and other supporters bring superior technical skills, as well as a deep emotional commitment to Africa's people, heritage, current challenges and future potential.

Role:

The Grants Manager is responsible for the implementation and management of contract and grant administrative policies and procedures to ensure that all Project partners, subcontractors and grantees are in compliance with USG requirements. The Grants Manager will advise staff on contractual and grant issues based on contractual documents, client procurement regulations, Africare and donor policies. The Grants Manager will coordinate orientation and guidance on project specific requirements to program managers. This role will also serve as a technical resource to Africare and partner staff in interpreting donor rules and regulations and act as primary point of contact for contractual issues. The Grants Manager will serve as the expert for the planning, implementation and evaluation of grant applications and provide guidance on cooperative agreements, cost-share agreements, participating agreements, collection agreements, and memoranda of understanding. *This position is based in Nigeria.*

Responsibilities:

- Under the guidance of Director Finance/Operations, take lead in grants design, between the project and contractors and the project and grantees.
- Provide oversight to grantees sub-granting procedures and ensure that they are in compliance with USG/donor requirements.
- Work with grantees to develop robust sub-granting procedures and accountability to the project for grants received.
- Design and oversee a disbursement system and coordinate their implementation, monitoring and evaluation, including those implemented by partners while ensuring compliance to USG/donor requirements, in line with Africare's Sub-grants Manual and policies.
- Identify technical assistance needs of Grantees and oversee provision of technical assistance for financial monitoring and evaluation.
- Conduct continuous assessments on grantees and oversee capacity building plans and provisions in financial and grant management for all sub-grantee recipients.
- Provide grants management and financial oversight services to Project and its grantees.

- Prepare and submit grants financial and narrative reports that are aligned to the grants tracking system following agreed reporting schedules to the Director Finance/operations.

Requirements:

- Minimum Master's degree in Business Administration, Finance, Accounting, or related field; or the equivalent combination of education and experience.
- Minimum 10 years experience in both grants and programs management including supporting grantees with substantial funding from USAID and major funders.
- Additional training in project cycle management and financial management, a plus.
- Knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grants administration issues and knowledge of laws, regulations, agency policy, precedent cases, and related activities of grant management.
- Demonstrable record of resource mobilisation and fund management and donor compliance support functions.
- Must possess strong training skills to effectively transfer working knowledge of regulations, policies and procedures through formal or informal training activities.
- Ability to establish and maintain effective working relationships with agency representatives, government officials, auditors and staff.
- Ability to work collaboratively with senior management and staff at all levels, and has proven success working in team environment.

Africare offers a competitive salary along with an excellent benefits package.

How to Apply:

Applications should include a resume and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

Please send CVs to techservicesjobs@aficare.org, including "**Grants Manager**" in the subject line.

This position is opened until 21 October 2011. Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.