

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN VACANT ANNOUNCEMENT

Position: Grants Coordinator
Reports to: Grants Manager
Duty station: Juba, South Sudan
Travel: 20%
Duration and type of contract: Fixed terms, renewable based on performance, funding, and the need for the position

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

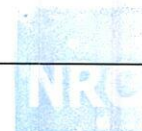
All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role Summary:

The Grants Coordinator will contribute to achieving quality programming by closely supporting the Grants Manager in ensuring effective grants management including internal and donor compliance requirements, timely and quality proposal development as well as reporting. S/he ensures NRC programme/support teams are informed of relevant donor compliance regulations and NRC procedures, manages donor and other external reporting, and coordinates grant revisions. The Grants Coordinator also supports Programme Specialists and implementation teams in the development of proposals and reporting in line with the grant process flowchart.

Generic Responsibilities:

1. Adherence to NRC policies, guidance, and procedures.
2. Develop and maintain overview of all grants, including filing of grant documents, tracking internal and external deadlines, donor requirements, rules, and regulations.
3. Support external donor audits and ensure donor compliance and quality control.
4. Document, analyse, and share learning from proposal and reporting processes, and compliance with donor rules and regulations.
5. Contribute to continuously improving internal grant management systems.
6. Provide an internal helpdesk on donor related issues, including organize and deliver trainings in donor rules and regulations, as well as proposal and report writing.
7. Coordinate the process of compiling reports (donors and internal reports) in close collaboration with programme Specialists, M&E and Finance to ensure accurate, transparent and timely delivery of narrative and financial documents.
8. Contribute to Project Cycle Management (PCM) procedures and usage of the NRC PCM framework in the response office, including inclusion of cross-cutting programme elements and M&E structures throughout all stages of the PCM.





9. Ensure that NRC's related activities are implemented within NRC's Protection mainstreaming guidelines and report any breaches/concerns to the line manager and/or focal point for proper action.

Specific Responsibilities:

1. Build positive working relationships with other teams in the country operation to coordinate and support development of high-quality proposals using relevant NRC Grant Management tools and guidance (proposal development calendar, internal log frame, procurement plan, internal budgeting tool).
2. Work with the relevant Area Managers and programme Specialists to ensure Grant Opening Meetings, Grant Review Meetings, and Grant Closure Meetings are arranged and take place, and all mandatory internal documents are in place (internal log frame, internal budget, procurement plan, M&E matrix).
3. Coordinate and lead the finalisation of donor reports ensuring consistency between narrative and financial reports, as well as the M&E database, and that they meet quality standards.
4. Support and advise programme colleagues with queries related to donor compliance and ensure appropriate donor templates are readily available.
5. Work with other departments (i.e., programmes, finance, M&E, support) to ensure all documentation required is ready and available for audits (e.g. vouchers, distribution lists).
6. Visit area offices to support with capacity building of staff and roll-out of PCM activities.

Critical Interfaces:

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Head of Programme, Finance team, Programme Specialists, Monitoring and Evaluation team, and area implementation teams
- Regional Programme Advisor

2. Competencies:

Competencies are important for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

a. Professional Competencies:

1. Bachelor's degree in international relations, Political or Social Sciences, or any other relevant field
2. At least 3 years of relevant experience in a related field
3. Experience of donor relations and grants management (including with institutional humanitarian and development donors)
4. Good understanding of donor rules and regulations
5. Proven skills and experience in report and proposal development and working with multiple donors.
6. Fluency in English, both spoken and written.
7. Knowledge of the NGO operations and the dynamics of the humanitarian sector
8. Proficient in MS Office applications including Word and Excel

b. Behavioural Competencies:

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are essential for this position:

1. Planning and delivering results
2. Working with people
3. Communicating with impact and respect
4. Analysing
5. Empowering and building trust
6. Handling insecure environments

3. Performance Management:

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **30th March 2023** by Hardcopy in an enclosed envelope clearly marked "**Grants Coordinator – Juba**" to NRC Head Office Located in Juba Na Bari Area opposite American Embassy - Pope Francis Road and NRC field offices in Akobo, Kajo Keji, Bor, Mayom, Aweil, Alek, Wau, Akobo, Koch, Leer.

Only short-listed candidates will be contacted, by e-mail or by phone.

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY**

