

## Grants Management Specialist

Location: [Africa] [Uganda]

Town/City: Kampala

Category: Field Operations

Job Type: Fixed term, Full-time

### Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

**Position:** Grants Management Specialist

**Report to:** Associate Director Grants Management

**Location:** Kampala – National Office

**Purpose of the position:**

The Grants Management Specialist will provide support in ensuring the World Vision Uganda grants portfolio is managed well. This includes but is not limited to ensuring compliance to all programmatic and financial contractual obligations, grants are implemented on time, on target and on budget, high quality donor reports are shared in a timely manner, and communication between World Vision Uganda and key donors and Support Offices is maintained.

### **Key Outputs/Responsibilities.**

#### **Grants implementation, compliance and risk management**

- Supervise implementation of grants ensuring timely and quality implementation per approved designs and donor guidelines
- Lead grants start-up and closure planning processes per World Vision Uganda and donor expectation.
- Review/support implementation planning and budgeting process for all grants, ensuring that robust plans leading to timely implementation are in place
- Liaise and coordinate technical teams – Technical Programme Managers, evidence and learning, partnership, etc. - to provide the required support to grants teams, ensuring that quality and timely support is being provided to grants teams
- Work closely with the Associate Director, Evidence and Learning, Finance and others to develop and rollout simple tools to track monthly performance for grants and provide real time feedback to teams
- Support the Associate Director to review monthly field finance reports for grants, identifying risky grants and working with grants teams and support teams to develop corrective actions
- Review and seek donor/Support Office approval for any changes or amendments to

approved proposals and budgets prior to implementing the changes

- Support the Associate Director Grants, and grants finance teams to coordinate grants external audit as well as ensuring timely implementation of audit recommendations of all grants projects or as may be allocated
- Strengthen cross-functional linkages between all sectors in the grant implementation processes.
- Support teams to identify, document and management risks as well as ensuring overall awareness of potential risks and impacts on running grants

### **Project monitoring, reporting, documentation and learning**

- In conjunction with Evidence and Learning, Associate Director Grants, Finance teams and others, support the development and maintenance of an appropriate grants progress monitoring system – portfolio management buster, periodic meetings, monthly progress dashboards/portfolio health tracker and feedback mechanisms etc.
- Work closely with the Compliance and Reporting Officer and others to ensure robust review of internal and external reports leading to timely submission of high quality reports
- Ensure timely notification to management, donors and SOs of any significant milestone changes in grants projects.
- Work with relevant teams to ensure that appropriate controls, sector monitoring and evaluation tools are being utilized in a timely manner in every grant project for consistency
- Provide status periodical reports for all grants while identifying issues that warrant

management action

- Coordinate joint planning, regular field supportive supervision and monitoring visits to projects and programmes to ensure timely and quality implementation that meet donor standards.
- In conjunction with grants teams, and evidence and learning, ensure assessments and evaluation processes are conducted timely and input from relevant parties including donors is incorporated
- Support the Resource Development Unit by sharing lessons learnt from previous and ongoing grants, input on grant staffing structures and other grant implementation related information that is required for the development of new grant proposals.

### **Capacity building for quality programming**

- Work closely with the Learning and Organizational Development Manager, and project managers to identify capacity gaps of the project staff and initiate capacity building initiatives
- Support P&C to carry out timely recruitment of high capacity grants staff
- Facilitate orientation/induction of new grants staff on specific programming areas including WVI/WVU, donor requirements, risk management, among others

### **External engagement and communication**

- Ensure Support Offices and donor queries and requests are responded to in a timely manner while ensuring quality of the responses
- Proactively reach out to donors, SOs and other key partners with key updates and

information keeping the relationship strong

- Review and ensure all responses/communications from the field to donors and Support offices are of excellent quality and in line with WVU leadership position
- Ensure strong participation/representation by WVU staff – project team, sector leads, etc. in donor events, and other coordination efforts affecting/associated with running grants
- Keep the Resource Development Unit informed about Support Office and donor engagement on ongoing grants.
- Perform any other assignments as assigned by the Supervisor
- Participate in the devotions and other prayer and Christian nurture initiatives at WVU

**Qualifications: Education/Knowledge/Technical Skills and Experience.**

- Bachelor Degree in Development Studies, Social Work and Social Administration or related studies from a recognized university.
- A Master's degree and/or post graduate training in project management or any of the related fields will be an added advantage
- Must have at least 7 years working experience in an international NGO in Uganda with a considerable part of this time at supervisory level managing diverse and dispersed teams
- Must demonstrate experience working with multiple major donors such as USAID, ECHO, EU, DFID, DFAT/ANCP, UN etc.

- Must possess at least 3 years' experience in management of donor programmes and projects in either Education and Child Protection; Livelihoods and Resilience; Emergency Response, Water, Sanitation and Hygiene or Health generally
- Proficiency in Computer especially in Microsoft Office Suite and data analysis programs such as SPSS, Stata, EPI Info.
- Possess excellent communication, facilitation, networking and relationship building skills
- Possess at least 3 years' experience in fundraising / donor resource mobilization processes
- Ability to maintain donor relations through timely and appropriate communications.
- Must be a self-starter who is able to work under stress and with minimum supervision.
- Must be a committed Christian who is able to stand above denominational diversities.
- Ability to influence multi-sectoral teams towards a given goal.
- Possess excellent knowledge of the Humanitarian Development Field