

Sub-Grant Specialist

Location: [Africa] [Rwanda]

Town/City: Kacyiru Sud

Category: Finance

Job Type: Open-ended, Full-time

JOB OPPORTUNITY

Sub-Grant Specialist

World Vision Rwanda is a child focused Christian humanitarian organization implementing development programs in 29 Districts of Rwanda.

World Vision Rwanda seeks to hire a highly qualified, dedicated and experienced national for the position of **Sub-Grant Specialist**. The position will be based at Head Office -Kigali, reporting to the Grants Finance Manager.

Purpose of the position:

The Sub-Grant specialist will ensure the maintenance and administration of a robust and an effective grants management system that is compliant to World Vision Rwanda grants systems and guidelines and meet donor requirements. The Sub-Grant Specialist will provide day-to-day oversight of sub-grant management including sub grant (Partners) follow up, accountability and capacity building. The incumbent will as well be responsible for ensuring both general and technical compliance of the project implementation in accordance with the donor requirements by enforcing compliance with Coalition partner's procurement, administration and financial accounting practices in the production of the relevant financial information. Key areas of

accountability will as well include, Maintenance of an effective and efficient central grant filling system in accordance with World Vision Rwanda grant checklist.

The major responsibilities include:

% of time	Activity	End Results
20%	Review the pre-award due diligence assessment of current and potential partners and analyse organizational capacity to manage sub-grant funding and project implementation for Rwanda based sub grantees and work with project staff in the assessment of local partners.	Sub-grant capacity assessment effectively done and ahead of time
15%	Work closely with grants finance manager and project manager to ensure all sub grant agreement templates and letters of commitment are up-to-date with respect to WVI policies and donor requirements.	All WVI & donor requirements on sub-recipient are met
10%	Review all sub-award reports on monthly basis and certify data annually to ensure accuracy of data for accounting and audit purposes.	WVR & Sub-recipient financial reports are accurate
15%	Conduct regular site visits to track sub-recipient progress, measure performance, and ensure accountability in	Sub-grant high performance is ensured and improved on quarterly basis

	accordance with established sub-recipient monitoring plan and document appropriately, as well as budget performance monitoring.	
15%	Facilitate internal and external auditors and provide relevant information related to sub-recipient as far as Sub-grant is concerned and ensure timely implementation of audit recommendations.	Unqualified opinion / clean audit reports are obtained and audit recommendations are implemented timely.
10%	Review and communicate annual sub-grant work plans and budgets for consistency with overall program goals and objectives, aligning with donor technical and spending requirements, feasibility and cost effectiveness.	Sub-recipient implementation is in accordance with original approved plan by the donor
15%	Work with project staff on sub grant close out, documentation, distribution of inventory, retention of intellectual property, audit, etc. to ensure proper projects closeout.	All projects are closed in accordance with WVI and donor requirements.

Qualifications: Education/Knowledge/Technical skills and Experience

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience or on-the-job training:

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Required Professional Experience	<ol style="list-style-type: none"> 1. Minimum of 4 years' experience in subgrant/accounting profession within a busy organization or projects. 2. Proven knowledge of grants management 3. Experience in working with sub-grants 4. Proven experience in project budget management 5. Good oral and written communication skills
Required Education, training, license, registration, and certification	<ol style="list-style-type: none"> 1. A minimum of Bachelor's degree in Accounting or Finance 2. Skills and ability to organize and conduct trainings
Preferred Knowledge and Qualifications	<ol style="list-style-type: none"> 1. Accounting certification such as ACCA, CPA, CFA, etc. 2. Good command of Microsoft spreadsheet preferably Microsoft Excel, Vision and Sun

system software

3. Gateway to Grants certification

4. Experience of bilateral or multilateral funded projects

5. Sub-grants management experience

6. Attention to details

Having a driving license, class B

Salary:

The salary is commensurate with qualifications and experience.

N.B: Women are highly encouraged to apply.

How to apply:

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-rwanda>

If this is your **first time applying online** via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process.

All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face any challenges in applying, please let us know on wvrwanda-recruitment@wvi.org(no applications will be accepted through this email).

The closing date for submission of applications is **12th August 2021;no late applications will be accepted.**

As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children. All employment is conditional upon successful completion of all applicable background checks, including criminal record checks.

Note that only shortlisted candidates will be contacted.