

Grants Coordinator

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Company: International Rescue Committee

Location: Kampala

Category: other-general

Requisition ID: req51256

Job Title: Grants Coordinator

Sector: Grants

Employment Category: Fixed Term

Employment Type: Full-Time

Open to Expatriates: Yes

Location: Kampala, Uganda

Work Arrangement: In-person

Job Description

The IRC has been working in Uganda since 1998 supporting refugees, vulnerable host communities and various institutions in the country notably the government, community-based organizations, the civil society and the private sector. Currently, the IRC in Uganda has presence across five sub-regions and six refugee settlements, implementing programming in the sectors of health, protection and rule of law (PRoL), women's protection and empowerment (WPE), economic recovery and development (ERD), and education. IRC Uganda also implements cross-cutting programming focused on systems strengthening and accountability to affected persons. Recently, IRC Uganda extended support to the Afghan evacuee response in Entebbe. **Job Overview** The Grants Coordinator is responsible for the timely and effective management and business development of a large multi-donor grant portfolio. This position sits in the Programs department and manages all functions of the grants unit at IRC Uganda, inclusive of proposal development, reporting,

donor compliance, and other administration. The Grants Coordinator manages a team of two Grants Managers and one Grants Officer and reports to the Senior Program Quality and Accountability Coordinator (SPQAC) who reports to the Deputy Director of Programs (DDP).

The position will work closely with the MEAL Coordinator, Partnerships Coordinator, finance department, and program sector leads. The role is based in Kampala with occasional travel to program sites across Uganda. **Major Responsibilities:Business**

Development:

- In coordination with the Senior Program Quality and Accountability Coordinator (SPQAC), DDP and Country Director (CD), investigate opportunities to expand existing programming and new opportunities for IRC Uganda, based on the finalized and approved Strategic Action Plan (SAP)
- In coordination with the DDP, SPQAC, M&E Coordinator and Technical Coordinators, support in ensuring development of integrated and long-term program development plans beyond project-based plans.
- Support in searching for new funding opportunities and maintaining good relationships with current donors.
- With the support of the SPQAC and DDP, lead the development and implementation of the Uganda Business Development Plan
- Maintain tracking of proposals/concept notes in pipeline and update projections of funding as necessary.
- Develop and manage Business Development funding allocations

Proposal Development:

- Prepare for and lead Go/No Go meetings for funding opportunities as required.
- Lead the development of concept notes and proposals for submission to donors in coordination with sector leads and the finance and operations teams. Including:
 - oAnalyzing requests for proposals/concept notes
 - oOrganizing and managing the use of timelines, templates and guidelines for proposals
 - oLiaising with programs, operations and finance staff regarding proposal writing and budgeting
 - oWriting or compiling and managing review of proposals
 - oLiaise with the IRC Awards Management Unit (AMU) to ensure proposals meet internal standards, as well as being responsive to donor requirements
 - oPackaging proposals for submission
 - oEnsuring appropriate resources to support proposal submission requesting proposal support funds, managing consultants etc.
- Maintain a record of lessons learned from proposal development and donor feedback and share with Technical Coordinators, Finance and SMT.
- Follow-up submissions, proposal evaluations from donors and provide feedback as necessary

Program Reporting and Donor Compliance:

- Lead day-to-day aspects of donor reporting processes to ensure the timely submission of accurate programmatic reports. Coordinate with the Finance department to ensure timely submission of budget modification requests and financial reports. This includes tracking and disseminating reporting schedules and templates, as well as,

reviewing and submitting reports to donor. •Coordinate HQ and technical unit reviews and approvals prior to donor submission. •Ensure strict compliance with internal and donor deadlines. •Provide programs and operations teams with routine technical guidance and information to ensure that all grants are implemented in compliance with IRC and donor regulations. •Coordinate with HQ to obtain and disseminate specialized compliance guidance as required. •Proactively raise potential compliance issues to senior management; work closely with HQ compliance colleagues to resolve any related issues. •Develop and update compliance cheat sheets for all grants.

Grants Management and Monitoring:

- Act as focal point for communications with HQ on all grants administration functions.
- Ensure the timely and productive facilitation of Project Cycle Meetings (PCM), including project design, opening, implementation, closing, and learning meetings. Capture all action points and regularly follow up to completion.
- Facilitate monthly budget-versus-actual meetings to analyze project spending and track action points for corrective action.
- Lead and/or support all project revisions, amendments, and budget realignments.
- Ensure quality information management through regular maintenance of grant files, reporting calendars, timely submission and updating of internal IRC documentation and other Grant Unit tools and IRC specific online platforms (particularly, OTIS) including coordination and preparation of documents and files for internal and external audits.
- Assist in preparing, reviewing and modifying memoranda of understanding and grant agreements.
- Ensure all departmental communication with IRC colleagues and donors is constructive, clear, and organized.

Partnership Management:

- Act as the focal point for all partner-related compliance.
- Work closely with the Partnership Coordinator to facilitate pre-award and post-award partnership processes related to grants, including approval of partner sub-awards, according to the IRC Partnership Excellence for Equality and Results System (PEERS).
- Engage partners in business development, proposal development, reporting and grants management processes as appropriate, in coordination with the partnerships team.
- Ensure the compliance of implementing partners in all donor processes in line with internal protocols.

Staff Management and Development:

- Lead direct management of the Grants Unit staff and provide professional development/capacity building as needed.
- Build the grants management capacity of program staff by facilitating training and provide one on one follow up support in report writing, proposal development and other related topics as needed.
- Keep team updated on new grant management initiatives launched by donors, by IRC Regional or Headquarter offices and disseminate updates on grant management tools to team.
- Ensure clear delineation of roles and

responsibilities and logical portfolio allocation for all team members. •Coordinate performance management within the department and ensure a culture of high performance through staff engagement and accountability. •Oversee recruitment of new staff as required. Ensure comprehensive onboarding and training for new hires. **Key working relationships** Position reports to: Senior Program Quality and Accountability Coordinator Direct reporting: Two Grants Managers Other internal contacts: Deputy Director, Programs; Technical Coordinators in Health, WPE, ERD, PRoL and Education (Senior PlayMatters Coordinator); Partnership Coordinator; MEAL Coordinator; Grants Team; Finance Team; County Director; Deputy Director of Operations; HR Coordinator; Field Coordinators; HQ-based Awards Management Unit focal points for East Africa; Technical Advisors

Requirements Qualifications: •Bachelor's degree in relevant field and applicable experience in nonprofit governance, administration, grants management, including BD and compliance •Minimum of six years of experience in humanitarian grants management in a multi-donor, multi-sector working environment. •Demonstrated experience in an inter-departmental coordination role and the ability to communicate with and balance the priorities of a range of stakeholders. •Experience leading the development of large multi-sector funding proposals. •Advanced skills in donor report drafting and compilation, including the coordination of inputs and development of complex documents across different departments. •Prior grants management experience and familiarity with USG (BPRM), European (FCDO, ECHO, European Union), and UN (UNHCR, UNFPA) donor regulations, procedures and requirements. Familiarity with private foundations (IKEA and LEGO) is a plus. •Exceptional English writing and editing skills required. Able to draft and edit detailed documents for donor submission with minimal oversight. •Working knowledge of budget development and management •Experience working in a multi-cultural setting and preferably in Africa •Familiarity with international IRC systems and processes a plus.

Competencies •Strong cross-cultural communication skills and eager to work as part of a diverse team. Sensitive to interpersonal differences and a range of viewpoints. •Exceptional advance planning and organizational skills. Able to effectively prioritize and follow multiple activities and deadlines simultaneously. •Analytical, strategic, and able to proactively develop solutions to complex challenges. •Reliable, patient, and able to work independently in a fast-paced environment. •Strong ability to mentor and build staff capacity. **Working Environment**

The security status of IRC Uganda is currently at Phase 2 (yellow) across all IRC locations nationwide which means the overall security situation is relatively calm. There are,

however, some threats of terrorism and petty crime which involve exercising some degree of caution.

The position is based in Kampala, with expected travel to the field locations. Private, individual housing is provided as selected by the candidate and facilitated by the IRC through a housing allowance. Accommodation in the field is typically in simple hotel rooms. National Candidates: We strongly encourage national candidates to apply for this position. The IRC strives to attract, motivate and retain qualified national staff in our programs.

#LI-CA1

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