



<https://jobs.eagmark.net/job/grants-and-reporting-officer/>

### Description

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Somalia, South Sudan, Kenya, Ethiopia, Tanzania, Uganda, Haiti and Zambia. Action Against Hunger-USA has over \$100 million in programs, and approximately 2000 staff based in in the various country offices and the three Head Quarter Locations of New York City, Washington D.C, Nairobi. Additional growth is anticipation.

### Summary of position

As part of Action Against Hunger Regional office, the Grants and Reporting Officer, will support in the management of the Regional Grants and Contracts Unit's Portfolio and in their ambitious effort to advance the organization's agenda through resource mobilization, programmes execution, compliance and quality reporting.

### Purpose

The Grants and Reporting Officer will provide grants management support for the regional office portfolio with adherence to internal and external standards and regulations. He/she will execute multiple grants transactions and ensure process integrity in all areas including proposal development, reporting and documentation.

### Engagement

He/she will closely collaborate with Regional Grants and Contracts Manager for technical guidance. He/she will interact with Action Against Hunger sector coordinators and grants staff at country, regional and Network HQs level, and with external stakeholders as needed.

### Responsibilities

#### Delivery

Quality formulation of donor proposals in accordance with relevant guidelines; timely and high-quality donors reporting of Action Against Hunger Programs; consistent delivery of timely and quality grants services using established processes and tools.

#### Objective 1: Proposal Development

- In close collaboration with stakeholders at country and regional level, formulate concept note(s) as first stage of proposal submission to international and local donors.
- Coordinate, monitor and/or support in the completion of all sub-components of technical proposals as per the agreed timeframe.
- Ensure the coherence and technical quality of the overall proposal package

## Grants and Reporting Officer

### Hiring organization

Action Against Hunger

### Employment Type

Full-time

### Industry

Humanitarian

& &

Agriculture

### Job Location

Nairobi, Kenya

### Valid through

08.05.2023

prior to submission.

- Ensure that Key staff (including partners') have a clear understanding of donor compliance requirements during proposal development.

## **Objective 2: Overall Grants Management**

- Support the Grants management team in organizing project cycle management meetings i.e. kick-off, review, closure and meetings.
- Take the minutes of all grants related meetings, share and follow-up action points with all the relevant teams at different levels.
- Support the Grants management team in ensuring that final agreement packages (Narrative, Budgets, Work plans etc.) are shared with program/technical and support teams on time and highlight relevant donor compliance regulations.
- Support the Grant management team in facilitating donor modifications (both programmatic and financial changes).
- Support and participate in field level program monitoring visits in collaboration with other technical, operational and MEAL teams.
- Support the grants management team and facilitate the monthly grants review meetings at regional level. Participate in country level program review meetings.
- Share visibility donor guidelines and requirements to field teams. Assist field team in the implementation of visibility requirements, monitor visibility activities at field level.

## **Objective 3: Reporting**

- Support the Grants management team to prepare, update, and share regularly donor and internal reporting schedules.
- Support the country office teams to produce high quality program reports as per donor and AAH requirements by providing high quality editing and formatting skills.
- Disseminate and track reports for review by regional office teams.
- Support regional office grants management team in the overall reporting procedures with a good deal of attention to detail like proof reading, copy editing, reports compilations, update preparations, and presentations.

## **Objective 4: Donor Compliance**

- With the support of Grants Manager, review Partnership and teaming agreements and support in coordinating their reviews with relevant focal persons.
- Support that grants are implemented in compliance with AAH and relevant donors regulations.
- Support in maintaining and updating accurate grant and contract files.

## **Objective 5: Documentation, Archiving and Other tasks as assigned**

- Support the development and maintenance of a comprehensive information management and filing system that ensures all grants documents (contractual documents, reports, key correspondences, modifications, etc.) are appropriately filed in up-to-date and consistent soft and hard libraries available as needed
- Uploading proposals and reports on different donors portal depending on the donor and make sure these portals are updated with latest information.
- Sensitize grants management and technical teams on archiving system in use and supporting in the retrieval of essential documents.

- Other tasks that may be assigned by the line manager.

### **Supervisory Responsibilities**

Functional supervision : None

### **Gender Equality Commitments**

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
- Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.
- Value and respect all cultures.

### **Fiscal Responsibility**

- N/A

### **Physical Demands**

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.

### **Working Conditions, Travel and Environment**

- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends if necessary.
- Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

### **Qualifications**

- Degree in International Relations, International Development, Development Studies, Project management, Humanitarian Action, or other related social sciences.
- Prior work experience in both Humanitarian and Development contexts is strongly desired.
- Over 5 years previous work experience in grants management, partnerships, report writing is strongly desired.
- Excellent proposal and report writing skills, with good command of English language (both written and spoken).
- Strong track record of budget and financial analysis in project cycle management is desired.

- **Required Skills & Competencies**

- Prior knowledge of donors guidelines : ECHO, EU, BHA, UN Agencies, SIDA, GAC, German Donors is added advantage
- Strong understanding of project cycle management, monitoring, and evaluation.
- Demonstrated experience in donor reporting.
- Computer literate: good command in Microsoft office (MS. Word, MS. Excel and MS Power point).
- Strong organization skills, planning, rigorous, analytic and details oriented.
- Interpersonal skills: communication, teamwork, creative and innovative thinking, quick learner and adaptable.

**Job Benefits**

Action Against Hunger-USA provides all staff with an attractive salary & benefits package. We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

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