



<https://jobs.eagmark.net/job/senior-grants-management-and-compliance-officer/>

Description

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

GAIN is seeking a **Senior Grants Management and Compliance Officer** to support the management and compliance of grants and contracts awarded to partners, executing agencies and service providers in Ethiopia. This role will be offered on a 2 years' fixed-term contract basis, subject to availability of funding. You will be based in Addis Ababa, Ethiopia.

Reporting to the Head of Operations, you will be responsible for ensuring that GAIN Ethiopia complies with all grant requirements and compliance, including developing high quality and timely grant reports, monitoring and providing technical support to sub-awardees/implementing partners in the management of sub-grants. You will work collaboratively with team members to ensure compliance with various donors including donor's rules and regulations and GAIN internal policies and procedures.

Responsibilities

- Ensuring that all GAIN Ethiopia and sub-awardee and service providers/consultants' activities are in line with contractual obligations and agreements with respective donor's requirements as well as in compliance with Authority for Civil Society Organizations (ACSO) requirements regarding vendors, purchasing regulations, program and admin cost proportions, equipment inventory and other related compliances
- Overseeing the full grant cycle of sub-award/sub-grant management activities, from proposal to selection, pre-award evaluation, negotiation, monitoring/compliance visits, and closing of the project in accordance with GAIN guidelines and Government of Ethiopia requirements
- Support the Head of Operations in providing technical support to sub-awardees /sub-grantees in management of sub grants by facilitating training and mentoring visits to strengthen their capacity and efficient utilization of funds
- Monitoring and leading sub-award (Executing Agency) site audits and preparing site visit reports
- Acting as the focal point for all organizational compliance and legal registration matters
- Collaborating with finance officer in monthly monitoring of grants and sub-awardee budgets, expenditure tracking, timely reporting and implementation of risk mitigating measures
- Undertaking periodic reviews to ensure the Country Office meets its financial, technical and compliance objectives. Reviewing and verifying of expenditure and completeness of documentations on a monthly basis
- Review supporting documentation on a monthly or quarterly basis as required to ensure the country office follows GAIN and donor policies and

Senior Grants Management and Compliance Officer

Hiring organization

Global Alliance for Improved Nutrition (GAIN)

Employment Type

Full-time

Industry

Agriculture

Job Location

Addis Ababa, Ethiopia

local requirements

Qualifications

The ideal candidate will have proven experience in accounting, bookkeeping or auditing preferably in an international NGO. You should be familiar with major international donor rules and non-profit accounting and computerized, double-entry accounting software.

The postholder will possess fluent written and spoken English and Amharic and will be highly flexible and willing to travel. You will also have the ability to focus and pay attention to details and accuracy in the processing of cash transactions and mathematical aptitude.

You will be computer literate in Microsoft Office and familiar with QuickBooks, Navision or similar accounting software. University degree in accounting, business administration, finance, or related field. Master's degree or ACCA in Accounting is an additional advantage.

Job Benefits

The starting salary on offer for this role is from ETB 735,900 – ETB 841,620 per annum (gross salary), depending on experience.

GAIN has a fair and competitive salary structure that allows for annual progression subject to good performance. In addition, GAIN offers a total of 37 days holiday per year (including annual leave, public holidays and additional office closure days), an attractive pension scheme and competitive insurance cover including health, travel and life assurance.

We are committed to the health of our staff, especially in these challenging times, and have developed a programme of wellbeing that includes flexible working, additional leave allowances, wellbeing days, mindfulness coaching and access to independent and confidential counselling.

GAIN also has a strong commitment to professional development. We will support you to grow in your career through both formal and informal training, and are committed to providing opportunities through internal recruitment, secondments and promotion. All of this is delivered in a supportive and collaborative environment.

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