

Global Alliance for Improved Nutrition

Job Title:	Senior Grants Management and Compliance Officer		
Classification:	D4	Direct reports:	0
Work location	Addis Ababa, Ethiopia	Travel required:	Frequent

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 nutritional outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

The Senior Grants Management and Compliance Officer plays an important role in the effective and efficient management of grants and contracts awarded to partners, executing agencies and service providers. You are responsible for ensuring compliance with donor rules and regulations which includes increasing internal understanding of donors and grant regulations. The postholder will also oversee reviewing the key contractual documents, tracking grants throughout their life cycle, and ensuring that GAIN Ethiopia's grants portfolio is up to date.

DESCRIPTION
<p>Overall purpose</p> <p>The Senior Grants Management and Compliance Officer will work under the supervision of the Head of Operations and primarily responsible for compliance and management of donor grants and contracts awarded to partners, executing agencies and service providers. This role is 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. The Grants and Compliance Manager works collaboratively with team members to ensure compliance with various donors including donor's rules and regulations and GAIN internal policies and procedures.</p> <p>The roles and responsibilities of The Senior Grants Management and Compliance Officer are organized around the three major pillars listed below.</p>
<p>I. Compliance Management</p> <ul style="list-style-type: none"> • Oversee local grants, sub-awardees and contractors for compliance issues/concerns within the project are being appropriately evaluated, addressed and resolved. • Keep updated on any new or modified donor regulations and other compliance requirements. • Ensure that all GAIN Ethiopia and sub-awardee and service providers/consultants' activities are in line with contractual obligations and agreements with respective donor's requirement. • Ensure compliance with Authority for Civil Society Organizations (ACSO) requirements regarding vendors, purchasing regulations, program and admin cost proportions, equipment inventory and other related compliances. • Assist the Head of Operations to ensure alignment of compliance policies with the global office and local requirements. • Monitor and lead sub-award (Executing Agency) site audits and prepare site visit reports. • Act as the central focal point for all organizational compliance and legal registration matters.
<p>II. Grants management</p>

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- Oversee 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.
- Follow up grant and subgrants agreements by ensuring compliance with the terms, rules, regulations, legal and donor requirements governing the award.
- Collaborate with finance officer in monthly monitoring of grants and sub-awardee budgets, expenditure tracking, timely reporting and implementation of risk mitigating measures.
- Ensure timely, accurate monthly reporting from partners to allow consolidation and submission of the program and finance report within the timeframes specified.
- Work closely with the Head of Operation and Finance Officer to ensure accurate and timely disbursement and liquidation of sub-award expenses.
- Maintain an updated grants matrix for the country office grants and for each sub-awardee/sub-grantee that informs regular decision making as well as used as a reference tool when reviewing partner cash requests.
- Work collaboratively with other finance team and technical staff in monitoring sub-recipient performance and budget to ensure compliance with the terms and conditions of sub-grant contract.
- Create simple tools to support excellence in grants management.
- Keep hard and soft grant files up to date; create and manage opportunities on GAIN's SharePoint Ethiopia office platform.

III. Internal Review

- Undertaking periodic reviews to ensure the Country Office meets its financial, technical and compliance objectives Review and verification of expenditure and completeness of documentations on a monthly basis.
- Review budget versus actual monthly in coordination with finance officer and programs to ensure quarterly forecasts and donor spending are on track.
- Review supporting documentation on a monthly or quarterly basis as required to ensure the country office follows GAIN and donor policies and local requirements.
- Ensure spending is within the budget limit to control under/overspending within the project and ensure correct allocation of expenses across grants and budget lines.
- Ensure the VAT reports are prepared and submitted for the appropriate donors who require them and when needed facilitate reimbursement of VAT.
- Monitors and reviews timesheets and payroll documentation.
- Follow up on the implementation of external audit recommendations.
- Ensure compliance with GAIN policies and procedures, internal controls and completeness of documentation relating to any disbursements and liquidation of advances.
- Assist Head of Operations in facilitating internal and external audits
- Prepare bank reconciliation statements on a monthly basis for review by the Head of Operations timely.
- This is not an exhaustive list of duties. Flexibility is required and the postholder is expected to carry out any other related duties that are within the person's skills and capabilities whenever reasonably requested.

Key organizational relationships

- Reports to the Head of Operations.
- Close collaboration with staff members in the GAIN Ethiopia.
- Liaises regularly with relevant International Finance Team in London and the Accounting Team in Geneva.
- Working closely with Government, Donors, NGOs, Private Sector, Academia and others.

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JOB REQUIREMENTS

Competencies

- Familiarity with major international donor rules and non-profit accounting.
- Familiarity with computerized, double-entry accounting software.
- Strong computer skills in MS Office programs, particularly Excel
- Accuracy in the processing of cash transactions, mathematical aptitude and attention to detail.
- Computer literacy with excellent MS word, MS Excel, Outlook, PowerPoint and Tally skills.
- Familiarity with QuickBooks, Navision or similar accounting software

Skills

- Commitment and the ability to work without close supervision.
- Ability to work under pressure.
- Proactive and Initiative.
- Teamwork
- Result oriented.
- Ability to work under pressure.
- Good organizational skills.
- Ability to focus and pay attention to details.

Experience and Education

- University degree in accounting, business administration, finance, or related field.
- Master's Degree or ACCA in Accounting is advantageous
- Proven experience in accounting, bookkeeping or auditing preferably in an international NGO.

Other requirements

- Good English and Amharic communications skills.
- Ability to cooperate effectively with colleagues and project teams.
- Trustworthy, honest and ethical work attitude.

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities