Career Opportunity at CARE International in Uganda

ABOUT CARE INTERNATIONAL

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs.

CARE International in Uganda seeks to recruit a Ugandan professional who is passionate about gender transformation, building resilience and empowering women and girls to join this noble fight against poverty and injustice by filling up the following position:

1. Grants Coordinator, 1 Position, Location: Kampala.

JOB SUMMARY

The Grants Coordinator will ensure the programme’s appropriate grant management, both the donor contract management and compliance (ensuring donor rules are applied and respected, donor reports are prepared and submitted timely and with the needed accuracy, other donor requirements are met, etc) and the sub grants management and oversight, as per CARE relevant policies. The staff will work with respective CARE units both in CARE Uganda, Regional Management Unit (RMU) as well as CARE USA headquarters and other CARE International Member Partners (CMPs). The job holder will support assigned initiatives to run an efficient budget management and guide the programme staff and finance on donor requirements/guidelines and rules of managing donor Grants.

PERSON SPECIFICATIONS: EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS

Essential:
1. A bachelors’ degree in Business Administration, Finance, Accounting or BCOM and/ or Professional Accounting qualification like CPA, CIMA, and ACCA Level
2. Minimum of three (3) years of experience from financial management of development projects or at a middle or senior management level in accounting, auditing and grant management. Experiences with working in a partnership approach and supporting civil society.
3. Good verbal and written communication skills in English.
4. Computer skills (email, word processing, spreadsheets, financial management systems).

5. Highly motivated to maintain a regular dialogue with CARE’s partner organizations.

6. Skills in team work, facilitation and training. Knowledge of INGO operations and sub-grantee management is an added advantage.

7. Sensitive and committed to Gender Equity and Diversity.

**Application Procedure:**

Interested and suitable candidates should submit their applications and CVs including the names, daytime telephone contacts and email addresses of three work related referees to ugarecruitment@care.org by 3rd July 2020. Please indicate job title in your email subject line.

CARE IS AN EQUAL OPPORTUNITIES and GENDER SENSITIVE EMPLOYER WITH ZERO TOLERANCE TO CORRUPTION, SEXUAL EXPLOITATION AND ABUSE.

*Please Note that CARE does not ask any applicant payment for any recruitment process.*

*For any questions please call our office on 0312258100/150*

N.B: Refer to the Job description below for more details about the job
JOB DESCRIPTION

Job Title: Grants Coordinator
Grade: D
Supervisor title: Grants & Contracts Manager
Duty Location: Kampala

Job Summary:
Reporting to the Grants & Contracts Manager, the responsibility of the Grants Coordinator is to ensure the programme’s appropriate grant management, both the donor contract management and compliance (ensuring donor rules are applied and respected, donor reports are prepared and submitted timely and with the needed accuracy, other donor requirements are met, etc) and the sub grants management and oversight, as per CARE relevant policies. The staff will work with respective CARE units both in CARE Uganda, Regional Management Unit (RMU) as well as CARE USA headquarters and other CARE International Member Partners (CMPs). The job holder will support assigned initiatives to run an efficient budget management and guide the programme staff and finance on donor requirements/guidelines and rules of managing donor Grants.

1. Responsibilities and tasks:

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<tr>
<th>Job Responsibilities:</th>
<th>time % age</th>
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<tbody>
<tr>
<td>R1: Sub grantee management</td>
<td>40%</td>
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<tr>
<td>1. Ensures transparent partner selection as per sub grantee policy,</td>
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<td>2. Ensures organizational capacity and due diligence assessments are conducted to inform final decisions on partner selection for approval by Decision Making committee (DMC),</td>
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<td>3. Prepares sub grant agreements and all related required documentation for approval of sub grants by DMC;</td>
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<td>4. Supports program team to develop organizational capacity development plans of partners, based on results from assessments and monitors progress / implementation against these plans;</td>
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<td>5. Ensures inception and training meetings on sub grants rules &amp; regs and possible specific donor rules and regs. are held within 3 months of the sub grant agreement signature</td>
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<td>6. Prepares quarterly reports on sub grants progress and challenges for DMCs input and action;</td>
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<td>7. Ensures subgrants have PIDs &amp; and are uploaded in PeopleSoft with right level of AIDs in a timely manner &amp; ensures program staff are informed of these codes;</td>
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<td>8. Advises program and DMC on need for modifications to agreements (e.g. extensions, earlier terminations, change of approved amounts,</td>
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revisions of budgets, etc) and supports program to prepare necessary
documentation for approval of modification by DMC.

9. Conduct ongoing and close monitoring of sub grantee performance,
analyzing results versus Scope Of Work jointly with program, conducting
regular visits to the partners and their activities / beneficiaries, analyzing
expenditure versus budget and expenditure versus realized activities, etc

10. Prepares modifications to partner agreements and submits to DMC for
approval;

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<th>R2: <strong>Sub grantee compliance and risk Management</strong></th>
<th>30%</th>
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<td>1. Assist partners in budgeting, maintaining accounting and financial controls. The Grants coordinator has both a controlling and a trainer/capacity building role vis-à-vis partners;</td>
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<td>2. Develop a CB plan of partner but with a focus on the program support functions (administration, procurement and finance systems and policies integrity) and internal controls to ensure funds entrusted to the partner are well managed and well accounted for;</td>
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<td>3. Work with an audit approach and regularly test the integrity of the partners’ internal controls by personally conducted spot checks and audits of submitted and reported expenses and by recommending and / or organizing audits by other colleagues from CARE (e.g. RMU, global roving auditors) and / or external audit firms when required.</td>
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<td>4. At least quarterly, the job holder will physically visit each partner and conduct &amp; document spot checks of reported expenses and verify integrity of processes, conducted activities and documentation. Any concern, suspicion of fraud or fraud will immediately be reported as per CARE’s anti-fraud and anti-corruption policy;</td>
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<th>R3: <strong>Support Project and Program managers with grants financial management including audit requirements</strong></th>
<th>25%</th>
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<td>1. Ensure inception and close out meetings are held and documented as per CARE policy with participation of all relevant departments (program team, administration, finance, HR) so that a common understanding of each new initiative is built quickly across all relevant departments of CARE; During these meetings, the Grants Coordinator will present the specific donor rules and regulations that all staff and partners will need to abide with, with a focus on financial management and budget flexibility, procurement rules, any special per diem rates, any special requirements (e.g. stamping invoices, etc);</td>
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<td>2. Run monthly expenditure reports for grants (ensuring partners’ financial reports are captured) and submit to PM for joint review and analysis;</td>
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<td>3. Prepare donor financial reports in timely manner and with required accuracy in required format;</td>
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4. Prepare cash projections for grants and submits both to CARE Uganda and donor as appropriate;

5. Recommend budget revisions for both grants and sub grants as needed based on financial and expenditure reports analysis and on donor rules and regulations related to budget flexibility;

6. Reviews and contributes to grants narrative reports to ensure consistency with financial information and partner reports and information;

7. Support program team to develop budgets when working on new proposals;

8. If donor requires that external audits are conducted, lead the entire audit process to ensure timely and quality realization of audits, including the procurement of the audit firm, the agreement on the TOR, overseeing the implementation of the audit, reviewing and commenting on reports till satisfactory finalization of the audit, etc (all in compliance with CARE standards);

9. Maintain a program level risk matrix up to date every time a new development happens in the program (e.g. a new donor contract is signed, a new sub grant agreement is signed, an initiative closes, an audit has flagged new issues or risks, etc) and support the program team to manage risks accordingly;

R4  Any other responsibilities
     As requested by supervisor 5%

2. Contacts/Key Relationships/Collaboration: Internally in CARE Uganda, the Grants Coordinator will report to the Grants and Contracts Manager in the Finance Department but will work closely with Programme & initiative Managers in the program team. S/he will keep daily contact with the staff working in the assigned projects; with staff members in the Country Office that provide management, financial and logistical support to the programme. Externally, the Grants coordinator will maintain regular contact and dialogue with partners and auditors, with other INGOs supporting common partners and organisational development and capacity building service providers that CARE and partners might want to contract.

3. Authority: The Grants Coordinator has responsibility for financial programme monitoring and control. S/he has authority to recommend for Programme & Initiative Manager’s approval of partners’ financial reporting and payments of new instalments.

4. Working Conditions: The Grants Coordinator will be based at CARE's Country Office in Kampala and have occasional field visits in Uganda and participation in regional and international activities. The expected time spent on travelling is 50%.

5. Qualifications and behavioural competences:

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<th>Education</th>
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<td>Experience</td>
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| Additional Skills                                                        | Good verbal and written communication skills in English.  
Computer skills (email, word processing, spreadsheets, financial management systems).  
Highly motivated to maintain a regular dialogue with CARE’s partner organizations.  
Skills in team work, facilitation and training. Knowledge of INGO operations and sub-grantee management is an added advantage.  
Sensitive and committed to Gender Equity and Diversity. |

Job holder’s signature…………………………………………… Date…………….

Supervisor’s signature…………………………………………… Date…………….

Supervisor Supervisor’s signature………………………………. Date…………….