CARE INTERNATIONAL IN UGANDA

INTERNAL ADVERT

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 of our work 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 highly motivated and qualified professional to fill up the following position:

1. Head of Grants and Compliance, 1 Position, Location: Kampala

Job Summary
The Head of Grants & Compliance oversees and coordinates the administrative management of all grants and contracts implemented by the country office (development, delivery and closure) including support to award setup, staff training to ensure donor rules and regulations are understood and implemented properly, and preparation and submission of donor reports. S/he monitors the CO budget planning calendar, develops operational budgets and supports program staff in proposal budget development. S/he works closely with program and accounting staff to make sure all funds are accounted for accurately and program budget line items are managed adequately. This includes activities such as: awards tracking, sub-grant report preparation, monitoring and filing.

Application Procedure:
Candidates who are interested in the above job should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees only through our recruitment email: (ugarecruitment@care.org) clearly indicating the job title in the email subject. CVs will be received until 13th July, 2020. For any questions please call our office on 0312258100/150

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER. Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process

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

CARE INTERNATIONAL IN UGANDA
## JOB DESCRIPTION-HEAD OF GRANTS AND COMPLIANCE

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### Date Employed

**Place of Posting**

**Status of the Job Description** [X] New [ ] Revised [ ] No change

**Date submitted to HR Unit** June 2020

### I) Job Summary:

The Head of Grants & Compliance oversees and coordinates the administrative management of all grants and contracts implemented by the country office (development, delivery and closure) including support to award setup, staff training to ensure donor rules and regulations are understood and implemented properly, and preparation and submission of donor reports. S/he monitors the CO budget planning calendar, develops operational budgets and supports program staff in proposal budget development. S/he works closely with program and accounting staff to make sure all funds are accounted for accurately and program budget line items are managed adequately. This includes activities such as: awards tracking, sub-grant report preparation, monitoring and filing.

This role will also support the Operations Director in evaluating and analyzing the compliance affairs of CARE Uganda & managing related risks to CARE employees, Partners/Sub grantees, reputation, assets and interests of stakeholders. Specific risk areas include, corporate governance, information security, regulatory compliance, donor compliance, insurance and operational risk.

S/he will be seen to lead, innovate and be responsible for:

1. Ensuring timely and accurate financial reporting to donors on main grants as well as adequate management of sub grants to partners,
2. Ensuring that all operational aspects are in compliance with CARE Financial and Donor grant policies, regulations and budgetary requirements.
3. S/he will actively participate in the country office efforts to proactively seek new funding opportunities, working to ensure that program and finance teams are supported during proposal development to develop accurate budgets that contribute their fair share to the Country Office Shared Project Costs (SPC)
4. Provision of timely reports to Budget Holders on grants and sub grants expenditures and provide analysis on program implementation timeline vs. expenditure.
5. Providing training and ongoing technical support to program staff and partners on compliance with terms and conditions of donor grants and our own sub grants management policy. S/he will support program staff to request Fund Codes (FCs), Project IDs (PIDs) and set up grants and sub grants correctly in CARE’s financial system.

The position reports to the Operations Director.
II) Key Responsibilities and Tasks

Job Responsibility # 1: Provide leadership in overall CO Grants & Contracts Management

To ensure that CARE Staff and Partners follow best practice in managing grants: Including but not limited to:

Sub Tasks:

- Keeping up to date with changes in relevant CARE International policies and procedures (e.g. Award and Sub award policy, SPC policy, budgeting guidelines, etc.) & proactively ensure relevant staff are made familiar with key policies
- Liaise with the CO staff when developing new proposals: support Go-No-go decisions, fill Go – No-go forms, identify funding gaps if any, etc.
- Ensures start-up and inception meetings for new awards are taking place and are documented and ensure close out meetings are also held and documented as per policy;
- Work with CMPs / HQ in developing and signing of IPIAs / BAMs respectively ensuring that the terms and conditions are acceptable to the CO and understood by the CO team & partners where relevant; If the contract is directly with a donor in country, also review donor agreement for acceptability and understanding by relevant staff;
- Prepare and submit all required forms to SSC for award and sub grants setup in the system (e.g. fund code, project ID, top line budgets, activity ID, etc.)
- Ensuring that Donor requirements related to grants and contracts’ financial management as well as various contractual obligations for each project (reporting deadlines, deadlines for submitting cash projections, audits, evaluations, any other) are fully understood by implementing teams and adhered to;
- Ensuring that CARE Staff and Partners fully understand what is expected of them in managing grants and sub grants according to best practice and per CARE and donor guidelines.
- Monitoring compliance with best practice (including carrying out visits to sub offices and partners and monitoring reporting information managed through a tracker shared with all relevant stakeholders) and taking assertive corrective action as required; reporting any difficulties to the appropriate accountable manager
- Maintains Grants Tracking Sheet updated at all times.
- Maintains CO Chart of Account (at FC, PID and AID, and Cat ID level) updated at all times;

Job Responsibility 2: Sub grants Management

To provide leadership in CO sub grants management from selection (due diligence processes, sub award contract processing and monitoring) to close out. Responsibilities include but not limited to:

Sub Tasks:

- Liaising with CARE Program Coordinators and project Managers in order to understand project implementation plans and potential partnering requirements,
- Ensuring that partners are selected in a transparent manner and according to clearly agreed and documented Minimum Eligibility Requirements and other key requirements, as per CARE policy;
- Ensuring that assessments and documentation of organizational capacity and due diligence have been carried out for all of CARE Uganda’s potential & current partners, according to relevant policies and procedures; Occasionally participates directly in these assessments;
- Based on results from above assessments, supports program teams to make well informed, transparent and documented partners’ selection decisions for submission to Decision Management Team (DMC) for approval;
- Ensures results from assessments are used to develop organizational capacity building plans of partners and oversee and document the implementation of these plans during the life of the sub grant;
- As Secretary of the CO Sub Grants Decision Management Committee (DMC), calls for quarterly DMC meetings, prepares information and analysis to be presented to DMC, takes notes and ensures documentation of DMC meetings;
• Keeping an updated tracker for the sub-award data base ensuring that all sub-award payables and liquidations are monitored and reports shared with relevant stakeholders.
• Ensures sub grant agreement files submitted for DMC approval (e.g. new MOU to be signed, an amendment to be signed, etc.) are complete (including all documents required as per policy);
• Maintain a sub grants tracker (Sub-grants dashboard) for funds disbursed and liquidations received & ensure an aging analysis of the remaining funds is prepared on a monthly basis and follow up discussions with Program Managers;
• Ensures partners’ financial performance is monitored and documented based on an analysis of risks. Ensure in depth monitoring visits are conducted, with a thorough review of transactions (based on a sample) and of supporting documents; Identified issues to be immediately reported to supervisor and CO SMT;
• Keeps track of partners’ compliance with their reporting obligations and immediately reports non-compliance to supervisor and SMT;

Job Responsibility 3: Internal and external Reporting

Sub Tasks:
• Prepare pipeline reports and pipeline budgets;
• Preparation of Monthly grants and contracts Payable/Receivable Status
• Provide Budget Holders with detailed Monthly Budgets versus Expenditure Reports
• Prepare portfolio analysis report monthly & critically examine expenditure reports with budget holders and provide recommendations to address under spending, overspending or unusual expenditure in relation to project phases impact both in the short term and long term.
• Ensure match is recorded internally and reports to budget holders and SMT on match commitments’ fulfillment
• Contribute to various management reports including relevant section of COMFORT
• External Reporting: Donor Reports and Quality Review
• Prepare donor reports and ensure their accuracy and timeliness as specified in the Agreements, including match reporting when relevant;
• Ensure narrative reports and financial reports are compliant with donor requirements and are consistent with each other
• Liaise with Budget Holders and provide recommendation to address any donor budget overspending /under spending

Job Responsibility # 4: Budget Preparations

• Assist Program Staff in preparing detailed accurate budgets for new proposals and ensure these budgets cover their fair share of SPC as per SPC policy and budget guidelines;
• When budgets involve budgets of local partners, support to local partners to develop their budgets will be required;
• Assist Program staff to prepare budget revisions when needed. It can be Non Cost Extension or Cost Extensions;
• Train program staff in accurate budgeting, understanding SPC policy,
• When budgets include a match, support in listing match sources and mapping the match to the budget;

Job Responsibility # 5: CARE & Partner staff Capacity Building

• Conduct (continuing refresher) training to CARE and partner staff to ensure all award terms and conditions are understood and implemented properly.
• Conduct training to Budget Holders in use of PeopleSoft (e.g. expenditure report extraction, analysis and interpretation of the reports and use, chart of accounts, etc.) and in general sound grants and financial management;
• Develop and oversee the roll-out of tools, training interventions, learning materials and other strategies which will improve CARE and partner staff capacity & compliance
- As mentioned under responsibility 2, plays a critical role in developing partners’ capacity building plans and overseeing progress against these plans;
- What about ensuring or supporting partners to come up with Risk registers within their organization as way of mitigating risks and training them on how to put them in place

**Job Responsibility #6: Performance management and supervision (%)**

*Including but not limited to*

**Sub Tasks:**
- Communicating to the grants team a clear and exciting vision for the work of CARE and for the role of the Unit
- Ensuring that each member of the team fully understands the outcomes that are expected of them and that they are aware of best practice in their areas of technical specialism
- Ensuring that work is planned and organized in a way which will meet the needs of programs in the most cost effective manner possible;
- Supporting team members to enable them to give of their best e.g. by encouraging and praising good performance, mentoring, coaching, assisting staff to prevent or resolve problems, providing resources, tools and equipment
- Monitoring and reviewing performance and, in particular, setting goals and conducting periodic appraisals of staff under supervision in a timely manner, holding staff accountable for individual and team performance; taking decisive action in the case of poor performance
- Ensuring that staff are adequately trained, developed and well equipped with the relevant tools for their roles e.g. by analyzing staff training needs, organizing the delivery of training or coaching, coordinating the sharing of experience and facilitating acquisition of relevant tools.
- Maintain cohesion and synergy between the grants and programs teams through routine scheduled interdepartmental coordination meetings.

**Job Responsibility #7: Promote Gender Equity and Diversity & Safeguarding Practices**

*All the time*

- Practice a behaviour that is consistent with CARE’s core values, and promotion of gender equity and diversity goals;
- Plays a leadership role in identifying and implementing initiatives that enhance CARE’s commitment to gender and diversity.
- As a Grants and Compliance lead, ensure that CARE Safeguarding policies and procedures are adhered to by our partners and the staff that S/he supervises both directly or indirectly
- Ensure that staff and related personnel under your jurisdiction are familiar with the following organisational policies and procedures and can identify when needed how these may have been breached; The CI Safeguarding policy, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.

**Job Responsibility #8: Any other duties**

*Includes but not limited:

- Maintains CO audit calendar updated and ensures audit companies are procured in a timely manner, audits are completed and submitted in a timely manner;
- Being the Focal Point for the CO Self Control Assessment and monthly Procurement Spot Checks
- As requested by supervisor.

**III) Competencies**

- **Excellence:** Sets high standards of performance for self and/or others; successfully completes assignments; sets standards of excellence rather than having standards imposed; ensures interactions and transactions are ethical and convey integrity.
• **Integrity:** Maintains social, ethical, and organizational norms; firmly adheres to codes of conduct and ethical principles inherent to CARE.

• **Communicating with Impact:** Diplomatically, logically and clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the recipient / audience and helps them understand and retain their message.

• **Facilitating Change:** Supports and manages the change process at CARE Uganda by developing a culture affirmative of change; encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.

• **Strengthening Partnership:** Identifying and utilizing opportunities within and outside of CARE Uganda to develop effective strategic relationships between one’s area and other areas/departments/units or external organizations to achieve CARE’s objectives.

• **Management Excellence:** Makes the connection between values and performance. Influences the performance of others, and ultimately, the performance of the organization. Sets direction, coaches & develops, promotes staff wellness & safety, practices & promotes compliance, models gender equity & diversity, communicates effectively.

• **Developing Teams:** Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitates the completion of team goals.

• **Diversity** - Promoting, valuing, respecting and fully benefiting from each individual’s unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.

• **Adaptability** - Expected to well adjust with the country, the CO operating environment and with the Project team to function effectively and efficiently

• **Coaching** - Ability to demonstrate to enhance skills and capacity of staff working in the field and office for them continue to serve CARE in the future program activities

**IV) Qualifications (Know-How)**

a) **Required:**
The ideal candidate should be an astute finance and grants professional with very strong analytical skills, attention to details, ability to work effectively under time pressure, very strong business partnering skills with ability to influence senior staff, team player, proactive individual with ability to offer structured guidance, ability to ensure that the right priorities are set for the CO grants team, proficiency in English and Excel.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional budgeting and monitoring skills. He /She should be able to re-enforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration, and keep our organization fiscally sound.

b) **Education/Training**

Required

• Advanced University degree in Accounting/finance, accounting, or related area from a recognized institution;

• Must be an active member of a professional body.

Desired

• A post graduate Qualification in a related field is desirable

• Training of Adaptive Planning (ADP) and People Soft or a related Financial system

c) **Experience**

Required
• At least 7 years of demonstrated leadership experience in grants management including significant experience working with USG and European public donors. Experience working in relief and development contexts a plus.

**Desired**

• Experience working in international NGO is desired;

d) TECHNICAL SKILLS

**Required:**
• Proficiency in Microsoft Office including and good skills in using financial software applications
• Fluency in English language and written communication;
• Thorough understanding of financial accounting, reporting, and grants and contracts management processes.
• Solid knowledge of Key donor regulations and compliance requirements (USG, EU, ECHO, CIDA, UNDP, UNHCR)
• Solid Analytical and problem solving, financial trouble shooting and audit experience
• Excellent people management skills and interpersonal skills including the ability to develop harmonious teams in a cross cultural context
• Demonstrated ability to plan and monitor workflows and performance in a complex environment
• Ability to produce high quality work and balance competing priorities within demanding timeframes
• Good understanding of fund accounting and financial analysis
• Capacity building and facilitation skills
• Excellent planning, organizational, analytical and decision making skills;
• Demonstrated leadership ability to inspire and empower others;
• Sound judgment, ability to work effectively with others at all levels;
• Firm belief in teamwork, gender equality, sensitivity to HIV/AIDS, conceptual understanding of participatory approach and sustainable development.

V. FREEDOM TO ACT

A) General Accountability

The incumbent’s decisions are prime in terms of the daily functioning and operation in planning, managing, coordinating the works of the unit. Her/his decisions are contributory in terms of maintaining organizational policies and procedures.

VI. CONTACTS/KEY RELATIONSHIPS.

The incumbent is expected to work in close collaboration with the Senior Finance Manager, Country Director, Program Director, and concerned Budget Holders in the country office, as well as SSC, ECSA, HQ and auditors as necessary.

Working Location.
The position is based in Kampala.

VII. WORKING CONDITIONS

**Expected percentage of time travelling**

Travel to other parts of the country (estimated at 30% of work time) is a core requirement of this position. Occasional travel outside Uganda may be necessary.

Job holder’s Signature: ____________________________ Date: ________________

Immediate Supervisor’s Signature: ____________________ Date: ________________

Next Level Supervisor Signature: ______________________ Date: ________________