
Job Announcement, Grants officer position (Both Internal and External Advertisement)

Background

The Pact Sudan Country Program aims *to support the Sudanese aspirations for peace, stability and development through the successful implementation of the Comprehensive Peace Agreement (CPA)*. More specifically, it aims to achieve the following: a) promotion of security and stability through support to Sudanese authorities, civil society, grass roots; b) strengthening State and local government in Southern Sudan and in the Transitional Areas; c) enhancing Sudanese capacity to address recovery priorities; and, d) engaging in policy processes with GoSS, Bilateral Donors, UN, NGOs and the Private Sector.

1. JOB PURPOSE

Pact/Sudan manages a number of awards and contracts to local NGOs and Firms in Southern Sudan that allow these local NGOs and Firms to carry out development activities in Sudan in partnership with Pact. These awards are known as sub grants and subcontracts, and are managed technically by Pact/Sudan program staff in partnership with a Grant Officer and for smaller programs an Assistant Grant Officer, who ensures that all Pact policies and procedures are followed in carrying out the award from beginning to end.

2. RESPONSIBILITIES

The Grant Officer will be charged with assisting in the management of Pact's various Peace and Water programs. The Grant Officer will be responsible for monitoring the following aspects of sub grant and subcontract execution for Pact Sudan's awards issued:

- Adherence to Pact policies for accepting and reviewing proposals received for sub grant agreements; drafting scopes of work for subcontracts;
- Adherence to Pact policies and procedures for the creation of sub grant and subcontracts to be signed by local organizations and firms in Sudan and nearby countries;
- Ensuring all sub grants and subcontracts are included in the Pact financial and grant monitoring computer systems;
- Ensure that all necessary documentation for awards are in place in the Pact/Sudan soft and hard copy files
- Ensure that all expenses charged against a sub grant or subcontract are recorded in the Pact files
- Ensure that all necessary modifications or alterations to Pact sub grants and subcontracts are executed properly and recorded in Pact financial and grant monitoring systems, including filing modifications in soft and hard copy files;
- Ensure that liquidations and invoices brought to Pact and processed properly for reimbursement, or for in-kind activities, that liquidations and reimbursement requests are collected from Pact staff and processed properly;

- Ensure that sub grants and subcontracts are closed according to Pact policy and procedures;
- Liaise with grantees and contractors to educate them on Pact policy and procedures;
- Coordinate communication between Grants Department, Programs Department, and the grantee/contractor;
- Other duties as required by the Senior Grant Officer

QUALIFICATIONS

- Degree or equivalent with study in Financial Management or Business Administration;
- Experience working in a fast paced office with multiple tasks at hand;
- Comprehensive understanding of Microsoft Excel and Word and ability to write Memos;
- Fluency in written and spoken Arabic and English; and
- Minimum of 3-5 years experience working on financial management-related issues in Sudan, strong organizational contractual management skills, plus strong interpersonal and communication skills.

Personal traits, qualities and aptitudes.

- Perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure.
- Accept responsibility for the direction, control and planning of an activity.
- Work independently
- Relate to others in a manner that creates a sense of teamwork and co-operation.
- Maintain effective communication with colleagues, both junior and senior.
- Respond appropriately to environmental and safety hazards and function effectively in emergency situations.
- Utilize systems effectively to ensure economical use of equipment and supplies.

Submission of Applications

**Please send your resumes addressed to: Human Resource Manager Pact Sudan
Country Program plot 64, blk2 2nd class hai malakal juba**

Pact Sudan e- mail service: sudanhr@pactworld.org

PACT Sudan is an organization promoting gender equality.

Closing date is 10 September 2010

Regrettably short listed candidates will be contacted