



JOB TITLE: Grants Officer

Location: **Tanzania - Manyara**

Employment Duration: **Full time**

How will you fight for an AIDS-free generation?

As a member of the EGPAF Tanzania Operation Team, assume responsibility for managing outgoing contracts, grants and sub agreements to support EGPAF Tanzania projects management by ensuring compliance of rules and regulations of the project donors, EGPAF, and those from the Government of Tanzania.

No two days are alike at EGPAF, but what can you expect in this role?

Compliance review, monitoring and support

- Participate in developing compliance review plans with project grant coordinator and ensure they are properly implemented.
- Facilitation and execution of compliance review at least twice a year for each partner as per Grants under contract management plan.
- Facilitation and execution of risk assessment on annually basis to and pre award assessment to new partners.
- Advise the technical leader on any potential risk within the respective portfolio.

- Tracking and ensuring all outstanding compliance findings are addressed and resolved in a timely manner as per grant under contract management plan.
- To provide updated property register of all assets and inventories within the portfolio to technical leader during the compliance review visit.
- Advice technical leader on the audit requirement for all sub grantee under the respective portfolio on annually basis as per USG rules and regulations by filling out audit questionnaire.
- To ensure sustainable technical relationship between EGPAF and the Grants under contract recipient.
- Monitor Grants under contract recipient performance to ensure compliance with the terms and conditions of Grants.
- Provides on-going assistance to Grants under contract recipients to administer their agreements compliant with all terms and conditions.
- Manages the Grants under contract close out process.

Documentation and Communication

- Tracking and documenting all relevant and necessarily information using the documentation guideline.
- To always keep files updated in both as a hard copies and electronically in the country sharing drivers and in the applicable systems.
- The Grant officer will be responsible to proactively and professionally communicate with colleague and partners on the information ready to be shared.
- To facilitate documentation of the Grants under contract in hands of the recipients under the respective portfolio
- To communicate and document any conversation and/or written information to a supervisor, colleagues, and partners.
- To provide a weekly updates and plan as per monitoring and support tracker.

Cash Flow Management

- To facilitate that all Grants under contract recipients in the portfolio has cash in hand to implement activities all the time of the project life
- Submit all cash requests for each Grants under contract recipients on a monthly basis and in a timely manner as per SOP.
- To monitor Grants under contract recipient's expenses on monthly basis by providing financial analysis and BTA on monthly basis on every 10th the month.
- Collect and review supporting documentation from the Grantees on monthly bases and provide respective report on timely manner
- Advise the technical leader on the cash flow risk within the portfolio.
- To track all wire transfer made to the Grants under contract recipients and collect all receipts and file accordingly.
- To realistically and accurately facilitate projection of the cash for Grants under contract recipient under your portfolio on quarterly basis as per SOP.

Contract

- Ensure each Grants under contract recipient has an active contract at all times by monitoring and tracking all modification requirement
- Ensure Grants under contract recipient adhere to contractual and donor regulations at all times through capacity facilitation plan.
- Facilitate in Pre-Award assessment process and ensures organizations have the capacity to appropriately manage a Grants under contract.
- To provide a technical justification of selection and cost analysis of the proposed Grants under contract.
- Works closely with contractual, financial and technical staff and provides guidance as necessary on Grants under contract requirements.
- To advise on the need for modification of any Grants under contract on your portfolio
- Addresses problems or concerns with management of Grants under contract in a timely and effective manner.

- Advise on the proper funding mechanism of the respective portfolio

Capacity Facilitation

- To facilitate technical assistance in trainings on applicable URT, USG, Grants under contract, EGPAF, and donor regulations and financial management to recipients including, but not limited to - Startup Training, Initial Training, Orientation of Grants under contract recipients, Renewal Workshops, and Annual Trainings.
- Providing technical assistance to GUC recipient key personnel on the daily administrative and financial procedures.
- To proactively build your portfolio capacity by provide onsite training on need basis.
- To at least orient and learn critically at least two key policies of A&C and share with your colleagues
- To continually learn new development in the project management and Grants under contract management.

Other Duties

- To work as a team player with the colleagues and demonstrate positive altitude and readiness to offer support upon need.
- To continually advise on tools, SO, Checklist, policies and ideas to support continuous learning and improvement.
- To plan and report all quarterly activities with the project office plan with the administrative supervisor.
- To provide support to other Grant officers, supervisors and other colleagues as advised by supervisor
- To facilitate the regional acceleration strategy as assigned by the supervisor

To be successful, you will have:

- Minimum of three years' experience in US Federal funded grants/contracts administration and management.

- Bachelor's degree in Business or other related field required.
- Project management experience

Bonus points if you have:

- Prior experience in business management or financial administration federally-funded programs.
- Data management experience
- Prior experience with international non-profit organizations preferred.
- Excellent communications skills (oral and written), including editing and proofreading.
- Proficient computer/software skills, including command of Word and Excel.
- Excellent organizational skills, ability to work independently, assess priorities and manage a variety of activities with attention to detail.
- Ability to interact professionally with staff, applicants, and sub recipients.

Willingness to travel in Tanzania and throughout the region.

EGPAF is an equal opportunity employer and affords equal opportunity to all employees and applicants for employment regardless of race/ethnicity, color, religion, sex, national origin, age, disability or genetics. In addition to country law requirements, EGPAF complies with US laws governing nondiscrimination in employment in every location in which the Foundation has facilities.

The Foundation does not charge any fees at any stage of the recruitment process. If you are asked to pay a fee at any stage of recruitment, please contact fraud@pedaids.org

HOW TO APPLY

EGPAF is an equal opportunities employer and the position is open to all. Qualified candidates should submit a CV, cover letter and relevant certificates explaining how the experience detailed in the CV will contribute to the requirements of the position and references to EGPAF.

Closing Date: August 30th 2024

Only shortlisted candidates will be contacted.

[Apply HERE](#)