



## Grants Acquisition and Reporting Manager

### Description

#### About JAM

Joint Aid Management (JAM) is a South African founded registered non-profit humanitarian organisation that has been expanding its expertise in relief and sustainable development in Africa since 1984.

Its programmes, which are based on a Complete Community Development Approach (CCDA), include Nutritional School Feeding and Interventions, Orphan and Vulnerable Childcare, Water and Sanitation, and Food Development that includes agricultural development and the production of food. Communities are trained alongside these programmes ensuring the opportunity for sustainable programme outcomes. JAM strongly believes that without education, there can be no development.

JAM currently assists around 700,000 children through its Nutritional Feeding programme, as well as hundreds of thousands of additional beneficiaries through wider community development ensuring that we provide a hand up toward communities becoming self sufficient.

#### Job Overview

The Grants Acquisition and Reporting Manager will assist the JAM-Mozambique Team to access Donor Funding, write high quality proposals and provide accountability to those donors while assuring JAM-Mozambique's compliance to the Donor and to JAM rules, terms and conditions. As a member of JAM-Mozambique's Senior Management Team (SMT) the position is responsible for coordinating all donor proposals and reporting as well as project management knowledge systems within the programme.

This requires working closely with the Senior Management Team as well as JAM HQ staff to draft and edit Donor proposals and reports, coordinate compliance within the Donor Rules, JAM policies and Government requirements. The Position will also coordinate Donor Field Visits, audits and evaluations. The Position will also lead analysis of Field work to spread lessons learned to the Team as well as documenting beneficiary stories and information for JAM Quarterly Reporting.

#### Key Responsibilities

##### *Donor Acquisition*

- Research both physically and on-line for Donors both external and in- country to help fund the JAM-Mozambique Programme
- Physically contact Donors in-country to organize relationships for funding of the JAM-Mozambique Programme

##### *Donor Strategies*

- Keep the Senior Management Team and JAM HQ updated on key Donor strategies and priorities keeping them aware of specific calls for proposals
- Ensure that all proposals for submission are in line with JAM corporate strategies and policies

##### *Project and Support Function Management*

- Advise Team Members on documenting assessments for participatory needs, capacity building, vulnerability assessments, and situation analysis to ensure that the data needed for donor submissions is captured
- Write up the needed quality logical frameworks in conjunction with other JAM staff members to describe projects, allow for effective monitoring and evaluation and demonstrate impact
- Undertake the final proof-reading and editing of all donor related documentation to ensure quality control focusing on clarity, consistency, transparency and accountability
- Coordinate the JAM Project Approval Process to ensure that all the necessary project approvals and revisions are in place before final submission of a proposal to the Donor
- Support and facilitate internal JAM project reviews and external visits, audits and evaluations to ensure that learning is captured and Donor requested changes are implemented in was that are understood and disseminated within the programme

- Document case studies and beneficiary stories from projects to be sent to Donors as well as to be used by JAM for the Quarterly reports and any other purposes needed
- Handle all project reporting to Donors and to JAM HQ, liaising with Partners if required, to have quality reporting on JAM-Mozambique projects
- Act as the point of contact for project information with Donors and project staff to coordinate timely responses and dissemination of information to Donors and project staff
- Produce any additional project updates, data stories or reports as requested by Donors and JAM
- Capacity build JAM national staff in reporting and proposal development

#### *Corporate Policy and Compliance*

- Chair an opening meeting of the needed stakeholders on each grant in which all the necessary information including the Goals and objectives for the Grant with its requirements are clearly explained
- Maintain a standard filing system in which the core donor and project documentation is held and accessible
- Ensure the timely and quality submission of internal and external proposals and reports
- Act as the source of information for Donor rules and regulations for each grant
- Coordinate the monitoring of compliance to the specific Donor rules and regulations with the SMT and other Team members insuring that any areas of insufficient compliance are highlighted and dealt with
- Monitor the implementation of project closure guidelines at the end of every project to see that there are no unapproved overruns and that audits and any other Donor requirements are complied with

#### *Team Management*

While the Grants Manager does not line manage staff it is expected that he/she will exercise the necessary authority to gather the required information for Donor proposals budgets, reports and other materials in a timely fashion.

#### *External Representation*

- Attend meetings with donors and any other meetings delegated by the Country Director
- Development in-country Donor relations with in-country representatives through E-mails, Phone calls, and face to face meetings
- Coordinate in-country Donor visits for monitoring, evaluation, and audits with the Country Director and other Team members

### **Profile**

#### *Qualification*

- Degree or equivalent qualification in development, journalism, international relations or another equivalent course

#### *Experience*

- Proven International NGO experience in Grant Acquisition, Proposal Development (both narrative and budget) and donor reporting
- Proven ability to write winning proposals with a wide range of donors including USAID/OFDA, EU/ECHO and other multilateral donors
- Experience in Logical Framework development and Project Cycle Management
- Experience in creating and manipulating budgets
- Sectoral experience in Food Security, WASH, Agriculture and Health
- Experience in Strategic planning and project implementation
- Familiar with SPHERE and RED Cross codes of conduct

#### *Skills and Abilities*

- Excellent Portuguese and English language skills in speaking, reading and especially writing
- Strong interpersonal and team skills
- Computer Program proficiency with Microsoft Word, Excel, Outlook and PowerPoint
- Strong ability to analyse and interpret data in order to prepare it for different formats and audiences
- Strong negotiation and representation skills

#### *Personal Qualities*

- Strong Christian Humanitarian Motivation
- Understanding of and sensitive to cross-cultural issues
- A strong Team player looking to build capacity in his/her area of expertise in other Team members
- Ability to remain calm under pressure being both diplomatic and determined to succeed
- Ability to work in a structured planned way toward and to maintain deadlines
- An understanding of and commitment to JAM's Mission, Values, and Beliefs

### **Meta Fields**