

## Vaccancy Announcement

<b>Position</b>	<b>Grants Management Officer</b>	<b>Starting date</b>	May 2024
<b>Location</b>	Paris 9th arr. (HQ), France	<b>Type of contract</b>	CDI (French open-end contract)
<b>Contract duration</b>	Open-End	<b>Security risk level</b>	Calm (1/4)

## About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

## Position's context and key challenges

Acted's head office was set up in Paris in 2000 in order to coordinate the organisation's activities on a global scale. Today, the head office employs 110 people in the HR, Finance, Programmes, Audit, Security, Logistics & Systems and Communications departments. These departments support the 42 Country Directorates. The head office also acts as a focal point for Acted's management, namely the Chief Executive Officer, the Director of Development and the fifteen members of the Board of Directors.

## Key roles and responsibilities

Under the supervision of the Grant Manager, the Grant Management Officer supports field teams' proposal development and grant management, in compliance with ACTED's and donors' procedures throughout the project cycle for a specific country portfolio. As such, the Grant Management Officer reviews and validates all documents (including project proposals, reports, amendments) prepared at field level and shared externally, to ensure they are in line with donor's and ACTED requirements. The Grant Management Officer also ensures contractual obligations and donor guidelines are known and followed during project implementation. The Grant Management Officer facilitates internal coordination and communication with relevant departments on grant management related issues, and reports any challenges / issues related to grants encountered by field teams during project development or project implementation to the Grant Manager and Programmes Director, as required.

### 1. Support to project development and external relations

- Contribute to the identification, review, and dissemination of donors' calls for proposals or other funding opportunities related to a given portfolio of countries, in liaison with ACTED field missions and the Stratégie France where relevant (for private sector and/or French institutional actors)
- Provide support to field teams in the project development process and ensure project development documents (proposals, tender bids, etc.) are in line with ACTED global and country strategy and comply with donor requirements for final validation and timely submission;
- Represent ACTED in external calls and meetings related to a portfolio of countries with institutional donors (e.g. CfP information sessions, country briefing sessions, coordination meetings) upon request of the Grant Manager or Director of Programmes

### 2. Grants Management

#### **Contract follow up**

- Ensure a thorough review of contracts prior to signature to avoid any risks for ACTED, and ensure that contractual obligations are properly understood and respected throughout project implementation by the field teams

- Support the Finance Department on the follow-up of co-funding requirements for a given country portfolio and liaise with Stratégie France as required and in coordination with the Grant Manager

#### **Reporting**

- Directly follow up of reporting for a specific portfolio of countries, in liaison with the relevant field offices and HQ FLATS' Departments, ensuring that quality reports are submitted in a timely manner
- Follow up on the missions reporting and other grant management obligations through a monthly review of the reporting follow up (RFU)
- Provide support to report on project results and impact data and measure project indicators in collaboration with the HQ AME Manager when required;

#### **Partner follow up**

- Ensure the timely implementation of due diligence processes in collaboration with other relevant HQ Departments (particularly finance and audit) and the Grant Manager
- Follow up on contractual management of partners, ensuring that partner agreements are signed as required
- Follow up on overall partners' management through a monthly review of the Reporting on Implementing Partners tool (RIP)

#### **Donor procedures follow up**

- Provide support and guidance to field teams on donors' guidelines and procedures related to grants to improve their understanding and follow up
- In close collaboration with the Grant Manager and Programme Support Manager, follow up any change in donors' procedures, disseminate the information to the GMU as well as field teams as relevant, and contribute to the development of documents, processes and procedures that improve grant management accordingly

### **3. Internal coordination**

#### **Internal reporting and communication**

- Identify and swiftly report on problems/bottle necks/blocking points related to grants or project development from a defined portfolio of countries, and define a solution in liaison with the Grant Manager, or Director of Programmes when / as required, as well as HQ FLATS departments
- Facilitate interdepartmental communication and information sharing both within HQ and with the field on grant management aspects, notably ensuring close collaboration with HQ FLATS departments for the timely review of all proposals, contracts, reports, partner agreements, and any other communication with donors
- Ensure regular and clear communication with field teams of a given portfolio of countries, as well as with HQ finance, logistics and audit and finance focal points, through regular coordination meetings

#### **Filing**

- Maintain complete and updated project files in both digital and hard copy format as required

#### **Internal Training**

- Ensure that newly recruited PD staff for the given country portfolio are appropriately briefed before departure to the field on their roles and responsibilities as well as immediate work priorities
- Conduct the GMU-specific induction training for newly recruited staff

#### **Support to staff recruitment and management**

- Participate in the recruitment of field PDI to PDO staff in close collaboration with the Grant Manager and HR Department
- Support and mentor the GMIs, following up their workplan and day to day activities in liaison with the Grant Manager, with the aim of strengthening their technical capacity and understanding of GMU and ACTED functioning and procedures

### **4. Other**

- Support the preparation of ACTED's communication tools (e.g. annual report) in close collaboration with the Communications Department

- Support the organization of ACTED events as required
- Undertake any other tasks as requested by the Grant Manager / Director of Programmes

### Required qualifications and technical competencies

- Advanced degree in Political Science, International Relations, International Development or equivalent (anthropology, sociology, humanitarian aid)
- Experience in the humanitarian sector on the field, report writing and donor relations required
- Excellent written and oral communication skills in French and English
- Analytical skills
- Ability to work under pressure
- International experience required

### Conditions

- Salary between 2200€ and 2400€ monthly (before income tax), depending on the level of education & expertise.
- Food vouchers (“tickets restaurant”) when in HQ,
- 50% coverage of Paris transportation costs (Navigo Pass)

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: GMO/HQ**