

# GRANT MANAGER

## The Position

The position reports to the Director and the primary objective of the role is to manage the overall deliverables of the Co-operative Agreement with the Donor. A key aspect is proactive planning to achieve the agreed targets and relationship management with the project staff, implementing partners and all the other stakeholders. You will be required to take full ownership of the project plan and be able to drive the agreed project targets as per the performance contract. Your role will oversee compliance by applying a business process design mindset and recognising shared value impact. The role requires a hands-on approach and you will conduct monthly site visits to the regions and periodical support visits to the satellite offices to ensure grant and audit compliance, address any personnel matters in collaboration with the Ministry's regional offices. Key to your success is the competent management of the division, resilience, using your business savvy, experience with HR matters, problem-solving mind-set and detailed planning to be able to deliver within the lead time. You will find this position satisfying if you want to improve and implement strategies, grow the departmental portfolio and at the same time improve existing business relationships.

### Key areas of focus:

- **Leadership:** Provide hands-on leadership to promote a compliance focus within the team. Create and set goals, which integrate the diverse needs of the group and motivate individual team members to perform optimally by creating a climate that promotes productivity, creativity and standards of excellence.
- **Relationship management:** Build and maintain relationships with implementing partners. Manage all working relationships with project staff, donor partners and stakeholders to render high quality service delivery to maximise client satisfaction.
- **Audit compliance:** Ensure full compliance with the conditions of the funding agreement and adequately maintain all finance, personnel and contractual records that will enable a clean audit. Adopt a compliance protocol within the team which follows the agreed protocol and procedures stipulated by the governing agency and by consulting with stakeholders on agreed actions to be implemented and taking immediate corrective action, where necessary. Ensure that all employment contracts are in line with the applicable legislation.
- **Financial and statutory reporting:** Ensure that all local and foreign reporting deadlines are met in a timely manner by maintaining and strengthening the reporting protocol in the division. All project staff, consultants and suppliers are to adhere to the guidelines provided by the funding mechanism.
- **Innovation:** Find innovative new ways to ensure that services are delivered to project staff in an efficient and proactive manner that recognises their access to e-facilities and resources.
- **New business drive:** Co-develop the roll-out plans for new project initiatives identified by the Donor and the implementing partners and oversee the implementation in the regions. Ensure departmental growth by identifying new opportunities in the market, to broaden the client base to ensure sustainability.
- **Site visits:** Conducting monthly site visits with the partners to the regions and gather all data and statistics pertaining to the various duty stations. Conduct ad hoc visits to satellite offices to ensure audit compliance and provide support where necessary to ensure that service delivery is maximised and that these offices use resources optimally.
- **Project management:** Adopt a strategic focus to ensure the effective daily management of all projects and activities. Ensure that the decentralised project tracking tools are updated and maintained in an efficient manner, to ensure compliance, service delivery and to trigger corrective action as required.

## The Person

### Minimum requirements:

- A Master's degree in Business or a commerce related field.
- At least five years' experience in a management role, while experience in a donor funded environment will be an advantage.
- Excellent English capability and proven report writing skills.
- A hands-on approach is needed to guide a young team.
- Ability to exercise diplomacy while building and managing partnerships in culturally diverse and complex environments.
- Ability to perform in results driven consulting environment.
- Proven computer skills and ability in MS packages.

### Competency requirements:

- Critical thinker with very strong problem-solving and decision making skills.
- Analytical with the ability to make firm decisions.
- Highly organised and detail oriented.
- Passionate about compliance.
- Results driven and excellence oriented.
- Innovative mindset and willingness to embrace new learning.
- Able to conceptualise ideas, understand strategic intent and implement action plans.
- Engaging and hands-on leadership.
- Highly motivated individual with strong work ethic.

## Interested?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **26 July 2019** and suitably qualified individuals are encouraged to apply. We will only consider Namibian candidates and request that you e-mail your CV to [craig@potentia.com.na](mailto:craig@potentia.com.na) for the attention of **Mr Craig Dennis**. If you have not received an acknowledgement of your application within 2 working days, please contact us on 061 381 000. Kindly be advised that **all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.**

