

The Organisation

Our client is a donor funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). Our client's goals are to promote activities that increase human capacity for providing HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic, as well as to support and assist such countries and regions in the development of locally-determined health care worker systems that are optimally resourced, highly responsive, and self-sustaining. In partnership with the MoHSS, and as part of a coordinated effort, our client deploys staff at hospitals and health facilities across the country.

The Region

Windhoek | Khomas

The Position

The Grants Officer will take the lead in quality assurance and monitoring of sub-recipients from inception to closure. This position requires demonstrated experience in the areas of Finance and Project Management, as well as good knowledge of USG grant requirements. In addition to the monitoring role, the incumbent will ensure that sub-recipients improve their understanding of grant management, and build their capacity to adhere to GRN and donor regulations related to reporting, human resources, asset management, and procurement.

Key focus areas:

Grants Development, Monitoring and Compliance:

- Serve as the principle point of contact on grant management and compliance issues with sub-recipients
- Lead the proposal review of sub-awards to ensure adherence to donor requirements related to sub-recipients' eligibility, budget presentation, acceptability of cost allocation and other proposal requirements
- Ensure timely grant agreement development, review and approval
- Monitor and document the grant making workflow processes, forms, templates, reports and data, to assure full compliance with internal controls and legal requirements
- Provide guidance to sub-recipients, and enforce terms and conditions of grant agreements, thus ensuring appropriate spending of donor funds
- Support the timely response to requests related to sub-recipient's performance budgets and spending
- Respond to sub-recipients' questions related to grant agreement, budget and spending, and try to encourage information sharing that will allow them to become familiar with requirements and practices
- Review, communicate and monitor compliance with donor requirements related to staffing, purchasing, asset management and reporting
- Identify compliance gaps and related solutions, including internal policies and procedures, as well as cost allocation
- Ensure timely sub-grants agreement closure, engaging both finance and program staff well in advance of closure deadlines and advising on issues related to staffing, disposition and reporting
- Ensure the timely reporting of any identified compliance risks
- Resolve grant compliance issues that arise with sub-recipients by arranging for technical support from the finance, procurement, and program staff
- Maintain proper documentation of grant requirements in the grant files
- Coordinate and lead site visits to sub-recipients; to assess adequacy of internal controls, compliance with applicable laws and regulations, and grantee's policies and procedures
- Report site visit findings, including proposed follow-up with sub-recipient based on issues which surface
- Advice on GAAP and basic accounting records to be maintained at sub-recipients
- Perform on-going monitoring and assessment of sub-recipients' capacity to accurately record and post all transactions
- Ensure adequate response and monitoring, to implement recommendations of all financial audits and partner capacity assessments
- Ensure all sub-recipients' business systems are effectively assessed, categorized and all corrective actions fully implemented.

Financial Management and Analysis:

- Review and certify sub-recipients service delivery and overall budgets utilizing set guidelines and Cost Principles
- Review sub-recipients budget and expenditure reports to ensure adherence to restrictions on line item flexibility and support follow up actions to resolve any identified problems
- Monitor sub-recipients' budgets and expenses, at least on a monthly basis and ensure that the commitments do not exceed the available funds
- Ensure timely receipt and review of monthly expenditure reports from sub-recipient organizations;
- Review sub-recipients budget redirections and liquidation reports for the finance team to process
- Ensure documentation of sub-recipients' budget reviews, outlining justification of any unallowable expenses and detailing improvements required
- Review advance payments to sub-recipients, and also ensure that the advances are liquidated in a timely manner.

Capacity Building:

- Build capacity of sub-recipient staff in grants compliance; through formal training, on the job support and monitoring,
- Prepare and implement training and technical assistance, as needed, to address capacity needs and reinforce grant management e.g., financial management, budget analysis, policies and procedures, GAAP and basic accounting, etc.
- Coordinate planning and implementation of institutional capacity assessment and periodic review of potential new partner organisations
- Conduct and coordinate, with program officers and finance team, monitoring visits to assess adequacy of internal controls and to provide onsite mentoring and technical assistance
- Detail site findings and ensure implementation of recommendations/ corrective action plans and follow-up requirements
- Actively participate in appropriate program meetings; to effectively plan and collectively coordinate financial and programme activities, in conjunction with sub-recipients' capacity building initiatives.



Minimum requirements:

- Degree in Public Health, Social Science or Accounting
- Minimum 5 years' relevant work experience with an NGO, and a very strong finance/project management background with excellent knowledge of financial rules, regulations, and accounting
- Experience in planning, programming, monitoring and evaluation of projects
- Experience with USG and/or other donor funded projects will be a distinct advantage
- Demonstrated ability in building capacity and providing training and technical assistance, and experience working with community-based organizations (CBOs)
- Good command of spoken and written English
- Proficient in MS Office (Word, Excel and other appropriate software)
- Self-guided, strong organisational and planning skills
- Proven ability to work efficiently in a fast-paced environment
- Task-oriented approach and ability to adhere to strict deadlines, without loss of attention to detail
- Ability to work independently and under pressure
- Problem-solving skills
- Excellent communication, coaching and facilitation skills
- Ability to travel up to 50%
- Namibian Citizenship is preferred.

Interested?

This is a **fixed-term contract** position.

- Closing date for applications is **12 June 2020**
- Please submit your application to admin5@potentia.com.na

Please contact us telephonically on (061) 381 000, if you have not received any acknowledgement within 2 days of your application.

If you are not contacted within 2 weeks of the closing date, please consider your application unsuccessful.

Only electronic versions of CVs will be accepted.

Our client reserves the right not to make any employment offer or appointment.