| **Position** | GRANT OFFICER | **Starting Date** | 15/1/2023 |
| --- | --- | --- | --- |
| **Reference of the offer** | 209012023 | **Publication Date** | 9/1/2023 |
| **Location** | Sabha | **Type of contract** | part-time |
| **Duration** | 8 Months |

| **About SDC** |
| --- |
| Sebha Dialogue Organisation (SDO) is a non-governmental organisation concerned with disseminating the culture of dialogue, developing youth managers, and promoting social coherence.  The organisation was established in the year 2013, and started its operations in the year 2014. |

| **Context of the position and key challenges** |
| --- |
| UNDP funded project: **Promoting Peace through Art**: This project aims at enhancing the capacity building of interested CSOs in developing social cohesion and Art-based Peacebuilding approach activities in 3 main areas: literature, music and handcraft.  Chain of Command:  Line Manager: Project Manager  Technical Guidance: Grants Supervisor  Local Coordination to be followed by Deputy Area Coordinator Tripoli &amp; Sabha  Responsible for: Project Implementation of outputs 1, 2 and 3.  Working Relations:  Grants Supervisor  Implementing Partner Project Coordinator and Grants Officers  Project Consultants  Deputy Area Coordinator  Logistics Officer  Liaison Officer  Finance Officer  HR/Admin Officer |

| **Key roles and responsibilities** |
| --- |
| **Project Implementation:**   * He/She will be responsible for supervising the sub-grants process, and the grants assistantsin the designated region, in which the GA will be assigned to in Libya. * He/she will be the focal point for the grants assistants in the designated region, including being the primary point of contact for the implementation phase of the grants, ensuring compliance during the grant implementation and following up with and supporting the grant assistants and the selected Civil Society Organizations on reporting and any contractual issues. * He/She will also be responsible for capacity building needs and coordination with the Base Managers for local authority liais on needs.   **Sub-grant Management and Documentation:**   * Manage all incoming and outgoing documentation to Grant assistants and CSOs. * Communicate systematically with the Grants Supervisor and Officers on progress and CSO’s   documentation and compliance.   * Manage all incoming and outgoing documentation of all sub-granted CSOs. * Ensure the quality of grants management activities with IP. * Draft lessons learned and best practises identified from the CSO sub-granting process. * Support in drafting narrative and contribute to the development for financial reports through regular   budgetary follow-ups.  **Reporting and communication:**   * Weekly updates of the base staff on project progress and plans through active participation in weekly base * meetings * Open and respectful communication to all SDC staff and other stakeholders   **Others:**   * Any other tasks handed over by the direct line manager. * Respecting humanitarian principles especially neutrality and impartiality * Support of other departments or projects when requested, even if not part of the ToR |

| **Required qualifications and technical expertise** |
| --- |
| * Education: Bachelor’s in finance, management, and/or local development field * At least 1 years of field experience in project management or other technical fields * Familiarity with the aid system, and ability to understand donor and governmental requirement * Excellent communication and writing skills in both arabic and english. * Able to coordinate and manage staff and project activities * Proven ability to work creatively and independently both in the field and in the office. * Being a strong team player and adept at creating a strong team spirit * Ability to organize and plan effectively * Ability to work with culturally diverse groups of people * Ability to travel and work in difficult conditions and under pressure * Highly proficient in written and spoken English and Arabic * Proficient knowledge of Microsoft office (Word, Excel, Powerpoint…)   All staff are expected to support the well-being and safety at all times while performing their  regular duties. All Civil Society staff are bound by the ACTED Global Code of Conduct. |

| **Conditions** |
| --- |
|  |

| **How to apply** |
| --- |
| Applications must be submitted in [English], attached with a CV, a cover letter and two references. The application  form is available here: [To Define]..  Please send your application until the [13/1/2023 to the following addresses:   * by e-mail:   For any further information, please contact SDC[To define] mentioning the reference offer. |
|  |