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| **Position** | Grant Officer | **Starting Date** | 20/1/2023 |
| **Reference of the offer** | 212012023 | **Publication Date** | 14/01/2023 |
| **Location** | Sabha | **Type of contract** | part-time |
| **Duration** | 8 Months |

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| **About SDD** |
| Sabha Debate & Dialogue Organisation (SDD) 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. |

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| **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:  Under the authority of:  Grants supervisor  Project Coordinator  Working Relations  Internal Relations:   * Country Finance Officers * Country FLAT Officer * Office Managers * Area Logistician and finance officer   External Relations:   * Relevant national and local authorities * National and international partner organisations   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 |

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| **Key roles and responsibilities** |
| **Project Implementation:**   * He/ She will be responsible of the Grant Assistant’s and CSO in the designated area they will be assigned to. * He/ She will be responsible for all FLATs training presented to the CSOs. * He/she will be in charge or training Grant Assistants. * He/ She will be responsible for all reports and documents coming through grant assistants to finance.   **Grant Assistants support and management**   * Training of Grants Assistants on the FLATS procedures and manuals * Build the capacity of Grant Assistants that will enable them to support the implementation of activities by local CSOs. * Support Grant Assistants in writing reports and submitting required documents to finance. * Ensure that the Grant Assistants can communicate SDD requirements to the CSOs and support them in adhering to them. * Report issues and miscommunications to Grants supervisor.   **Project reporting and compliance:**   * Support draft of narrative reports and contribute to the development of financial reports through regular budgetary follow-ups. * Communicate systematically to the Grants Supervisor on Grant Assistants’ progress and CSOs documentation & compliance. * Ensure that the Grant Assistants understand the FLAT procedures and provide the documents SDD requests of the CSOs.   **Sub-Grant Documentation:**   * Manage all incoming and outgoing documentation to Grant assistants and CSOs * Maintain high standards of information management and filing * Translate all necessary documentation from Arabic to English, as required * Draft lessons learned and best practises identified from the CSO sub-granting process.   **Other**   * Provide regular and timely updates on progress and challenges to supervisors and other team members * Support project team members with other activities, as requested by immediate supervisor * Perform any other related activities as assigned by immediate supervisor. |

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| **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 Global Code of Conduct. |

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| **Conditions** |
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