Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Grants Coordinator (Kenyan national)

Reports to: Grants Manager (Consortia)

Supervision of: Head of Programme Support

Duty station: Nairobi

Travel: 10% (tbc)

Project number: SDFP0000

Duration and type of contract: 12 months

All NRC employees are expected to work in accordance with the organization’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

1. **Role and responsibilities**

The purpose of the Grants Coordinator position is to provide essential grant management support to the Grants Manager in delivering quality programmes in line with the consortia expectations and management.

The following is a brief description of the role.

1. Adherence to NRC policies, guidance and procedures
2. Maintain overview of all grants, donor requirements, rules and regulations, and internal and external deadlines, including filing of grant documents (including through the grants database - forthcoming)
3. Coordinate the development of donor applications and reports, as well as ensuring donor compliance and quality control
4. Contribute to the development, revision and quality control of funding proposals, budgets and donor reports
5. Be updated on donor priorities and track and share relevant calls for proposals
6. Analyze, document and share learning from proposal and reporting process, and compliance with donor rules and regulations
7. Contribute to continuously improving internal grant management systems
8. Provide an internal help-desk on donor related issues, including organize and deliver trainings in donor rules and regulations, as well as proposal and report writing
9. Coordinate the development and distribution of internal reports
10. Support external donor audits
11. Represent with relevant partners and donors as delegated
12. Organize and lead project cycle management meetings with internal and external stakeholders where relevant.

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly. The line manager drafts the specific responsibilities and sends them to his/her line manager for approval.

* Facilitate and contribute to developing and maintaining partner relations within
* Ensure institutional knowledge and memory is attained with regards to program development and in-country partner relations
* Coordinate the timely submission of narrative and financial report and ensure all proposal and reporting documents are accessible and well – organized;
* Actively participate in the country strategy process;
* In coordination with the Area Office team, Specialists and Support staff ensure the active monitoring of programmes progress through active participation in grant opening meetings, monthly grant review meetings and grants closing meetings.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

* Proposal development and grant management: Area Manager, Regional Programme Adviser, PDMs, Country Director, Finance Manager, Logistics Manager.
* Programme development: Core Competencies section (HO), Regional Programme Adviser, Country Director, CC Program Development Manager, PnP
* Donors
* Grant Coordinators in other COs
* Institutional Partnership Advisers

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

a. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies for this position**:

* 5 years of relevant experience within field of expertise
* Relevant experience from the project management in the humanitarian sector
* Relevant experience from working with humanitarian- and development donors
* Good understanding of donor rules and regulations
* Skills and experience in report and proposal writing
* Strong communication, coordination and interpersonal skills
* Ability to mediate in high-stress scenarios with competing interests
* Excellent written and oral communication skills in English
* Above average computer skills

**Context related skills, knowledge and experience** (shall be adapted to the specific position):

* Knowledge of the context in Sudan is an asset
* Experience of working in a consortia and related knowledge of grants management of humanitarian donors
* Strong writing skills in both English and Arabic.
* Knowledge of the humanitarian coordination framework
* Organized and detail oriented
* Proactive and able to lead new initiatives
* Able to work in teams
* Flexible and hard working
* Interest to learn

b. Behavioral competencies

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

* Planning and delivering results
* Managing resources to optimize results
* Influencing
* Handling insecure environments
* Working with People
* Analyzing
* Communicate with impact and results

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

* The Job Description
* The individual Work- and Professional Development Plan
* The Competency Framework