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USAID LIBERIA LOCAL EMPOWERMENT FOR GOVERNMENT INCLUSION AND TRANSPARENCY (USAID LEGIT) GRANTS MANAGER

1. PROJECT BACKGROUND:

The USAID Liberia Local Empowerment for Government Inclusion and Transparency (USAID LEGIT) project will improve Liberia's decentralization conditions and capacity by linking improved government performance with stronger accountability to citizens. USAID LEGIT will align government supply of services with citizen-driven demand, using robust performance indicators to allow Government of Liberia (GoL) partners and citizens to measure government effectiveness. This will result in strengthened GoL ability to plan, manage, and deliver services with meaningful citizen participation.

2. LOCATION: Monrovia, Liberia, with periodic travel to the counties

3. OBJECTIVE:

The Grants Manager reports to the Chief of Party and leads implementation of the project's grants portfolio in compliance with USAID regulations and DAI policies.

4. TASKS AND RESPONSIBILITIES

- Develop LEGIT Grants Manual tailored to Liberian context and project requirements
- Provide procedures and policy guidance for program staffers as well as grantees to ensure adherence to grant management policies and successful implementation of LEGIT objectives
- Grant Development and Selection
 - Ensure that requests for applications and related solicitations are accurate, complete, and compliant with DAI policies and USAID regulations, in cooperation with project staff
 - Analyze and evaluate grant applications, proposals and awards to ensure adherence to grants management policies
 - Ensure proper negotiation of grant terms and conditions
 - Review and analyze grant budgets for allow ability, allocability, reasonableness, and consistency
- Grant Implementation
 - Ensure timely and efficient grant management
 - Ensure post-award management in accordance with relevant regulations, including but not limited to reporting, audits, and performance monitoring in accordance with DAI policies and USAID regulations
 - Collaborate closely with the Procurement and Logistics Manager on procurements and logistics related to grants
 - Support institutional strengthening among grantees to ensure effective grant implementation
 - Recommend innovative approaches to improve grant implementation
- Other duties as assigned by supervisor

5. REPORTING AND SUPERVISION:

- Reports to the Chief of Party, and supervises the Grants Officer

6. QUALIFICATIONS

- At least three years of experience in grant design, award, and administration
- Working knowledge of USAID grants management policies and procedures required, particularly as regards to fixed obligation grants
- Bachelor's degree required

Interested candidates should e-mail a cover letter and their Resume to LEGIT_Recruitment@dai.com with the position title (“Grants Manager”) in the subject line Deadline for Applications is September 15, 2017

USAID LAVI values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply