



SCOPE OF WORK

Liberia Civil Society Activity (CSA)

Grants Officer

Project Background:

The USAID/Liberia Civil Society Activity (CSA) aims to strengthen Liberian Civil Society Organizations (CSOs) to more effectively engage their constituents (citizens), contribute to decision-making processes, and oversee government actions. The purpose of this activity is to strengthen Liberians' ability to advocate for policy reforms, policy implementation, and service delivery through multi-stakeholder coalitions that build feedback loops among government, CSOs, and citizens.

Position Description:

The Grants Officer reports to the Grants Director and supports implementation of the project's grants portfolio in compliance with USAID regulations and DAI policies.

Responsibilities:

- Facilitate the process of drafting grant solicitations with technical teams.
- Manage the entire grant-making process, including but not limited to vetting applications for eligibility, facilitating the grant evaluation committee, leading the due diligence review, and documenting the process.
- Manage scope of work and budget negotiations with grantees in close consultation with technical teams.
- Issue grant agreements, host grant kick-off meetings, and take the lead in answering grants and compliance questions from the team and grantee.
- Provide sound advice on and ensure compliance with USAID regulations, DAI policies and procedures, and the CSA grants manual. Make recommendations to management on solutions to compliance questions.
- Monitor grant implementation to ensure compliance with the scope and terms of grant agreements. Responsible for grant modifications, financial tracking and reconciliations, and organizing review of deliverables and reports.
- Conduct quarterly/monthly site visits with grantees as needed and write findings report.
- Provide knowledgeable coaching and mentorship to grantee in grant management to support effective activity implementation.

- Responsible for grant closeout and ensuring that all grant documents are organized and on file in both hard copy and in TAMIS.
- Collaborate closely with the operations and procurement team on procurements and logistics related to grants; with the technical team in preparation of solicitations and grant implementation; and with the M&E team in grant monitoring and reporting.
- Train and provide oversight and guidance to the Grants Intern(s) (if applicable).
- Other duties as assigned by supervisor.

Reports to: Grants Director

Minimum Qualifications:

- Bachelor's level degree in international development, logistics, management, finance, business administration, public administration, economics, or other relevant field is required.
- At least six (6) years of relevant working experience in grants, finance and international development.
- Prior background in grants award and grants management and/or subcontracts.
- Working knowledge of USAID Contract Management and Grants Management policies and procedures highly preferred.
- Strong organizational skills.
- Excellent verbal and written communication skills in English.

How to Apply: All interested candidates should submit application via the link below:

<https://fs23.formsite.com/OLJTgx/m1pnftiild/index>

Deadline for submitting applications is September 10, 2024, at 5:00 PM Liberian Time.

Women and people with disabilities are strongly encouraged to apply.