



# Employment Opportunity

## Background

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

In order to contribute to achievement of the above objectives, IDI wishes to recruit a motivated and competent individual for the positions as indicated below:-

**Job Title** : Senior Grants Officer

**Vacancy Code** : SGMX002

**Classification** : Fulltime

**Duty Station** : Arua Regional office

### General summary:

The Grants Officer has responsibility and accountability for the grants management function within the Finance and Grants Section of the IDI Office. The Grants Officer assists other programme team members in supporting implementing partners with work plans and budgets development. He/she will develop/implement grants management procedures that match the Ugandan context so that grantees are able to manage their grants efficiently and in compliance with funder regulations. He or she supports the entire grants management cycle including grant-making processes and procedures from inception to close-out..



## Key Responsibilities:

### 1. Grants Management

- Develop or adapt formats, procedures, and regulations to be used for formulating, negotiating, executing, monitoring, and closing sub-grants according to funder regulations.
- Collaborate with other programme staff in designing/revising mechanisms to solicit Activity plans or proposal applications (if applicable), award sub-grants, negotiate terms of reference, and monitor and report on financial activities as appropriate.
- Assist technical staff in reviewing implementing partners' periodic work plans and budgets.
- Work with the Senior Grants officer and Grants Manager to ensure that the Grant Management Manual is kept up to date and amended as required.
- Support the close-out process with the IDI implementing partners.

### 2. Donor Compliance

- Develop mechanisms for making payments and monitoring/reporting financial performance, in accordance with funder requirements and guidelines and those established in the agreements with sub-grantees.
- Administer the grants according to criteria and guidelines set forth by the IDI in relation to funder requirements, contractual agreements and the IDI Grants Management Manual and guidelines.
- Review financial reports and records submitted by sub-grantees in order to help them improve or maintain acceptable standards that enable them to generate reliable information and reports that are compliant with donor requirements.



### 3. Support to Grantees

- Develop financial capacity assessment tools for local partners and grantees
- Build the technical support strategies and plans according to the needs identified after the financial assessment of grantees.
- Conduct training workshops, one on one technical support and mentoring for local partners' staff in grants management and other finance areas as necessary.
- Provide regular field-based support to sub-grantees to track work progress, provide guidance and support, and ensure consistent quality of work is performed in grants management; conducting performance plans and reviews; implementing and assuring adherence to Project policies, guidelines and values;
- Providing administrative and logistical support to the technical review process
- In conjunction with partners and other staff support grantees to adhere to organizational policies and procedures, and other recommendations for financial and programmatic accountability.
- Follow up on financial capacity building plans and monitor the grantees that have received training to ensure that they are applying the knowledge acquired appropriately.
- Work with and support finance and programmatic personnel during the budgeting process.
- Manage the Grants Information System
- Provide inputs and support on the definition of financial and programmatic selection criteria to be followed in the granting process.
- Develop monitoring tools for Program staff to review compliance issues during support visits.
- Maintain all the files, generate and share out all grantee information that will facilitate decision making and donor reporting.
- Work with partners and staff to develop monitoring plans/schedules and through periodic visits, follow-up the grantees to assess implementation and compliance with the grants agreements.



- Assist in developing work plans, monitor progress, track expenses, and prepare reports under the guidance of the Senior grants Officer and **4. Grants Manager.**
- Analyse financial data on sub-granting; report on performance trends and compliance with the budgets and agreements.
- Review the Quarterly reports and Grant Information System Reports submitted by the implementing partners.

#### **4. Work conditions**

- The position is based in Kampala, with approximately 30% time spent in the field providing support supervision and monitoring of IDI grants

#### **Required Qualifications skills and attributes:**

- Minimum of a bachelor's degree in Business Administration, Finance, Accounting or other related field.
- Minimum of 5 years' experience, 3 of which must be in US Federal funded grants/contracts administration and management. Preferably with international non-governmental organizations. Experience in the development or implementation of contracts/grants and compliance training.
- Excellent communications skills (oral and written), including editing and proof reading.
- Proficient computer/software skills, including good command of MS Word and Excel.
- Excellent organizational skills, ability to work independently, assess priorities and manage a variety of activities with attention to detail
- Ability to interact professionally with colleagues, contractors, vendors, and awardees.
- Willingness to travel up to 30% of time



Candidates that meet the above criteria and have what it takes to excel in these positions should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than 20<sup>th</sup> November 2022. *Please follow this link <https://idi.mak.ac.ug/hrms> to apply for this position.*

**Key Notes:**

- 1. IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process*
- 2. Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
- 3. Make sure that your application letter, CV and certificates are attached as one document*
- 4. Indicate the Vacancy Code as the subject for your email*
- 5. Only shortlisted candidates will be contacted*
- 6. Any form of canvassing will lead to automatic disqualification.*

**The Senior Human Resource Manager**

**Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus; College of Health Sciences, Makerere University**  
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