



Position: Grants Officer (Nairobi)

Duty Station: Nairobi

Supervisor: Grants & Budgets Manager

Background:

The International Rescue Committee (IRC) is one of the largest humanitarian agencies in the world, providing relief, rehabilitation and post-conflict reconstruction support to victims of oppression and violent conflict. The IRC has worked for over seven decades and today is involved in over 25 conflict zones in the world. We address both the immediate, life saving needs of conflict-affected people in an emergency and the reconstruction needs in post conflict societies. The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and thorough accountability to those we serve. The IRC is an international agency with offices in London, New York, and Geneva.

The International Rescue Committee has been working in Somalia since 2006, providing essential services to conflict and disaster affected communities. The IRC has been operational in Nugal, Central Somalia (Mudug and Galgaduud regions) and Mogadishu implementing interventions in the areas of livelihood, WASH and health reaching out to more than 200,000 conflict and drought affected people.

SCOPE OF WORK

This position will be placed within the IRC Somalia Grants Unit. The IRC Somalia Grants Unit acts as the formal coordination point between IRC departments, including programs, operations, finance and global headquarters.

Under the direct supervision of the Grants & Budgets Manager, the Grants officer will primarily support the IRC Somalia Grants Unit with managing Somalia portfolio and support the Grants team with program cycle management. This includes leading standard grant specific meetings, reporting, and budget monitoring, as well as, implementing partner communications. Organization, flexibility

and initiative are all key attributes to this position as it often involves independently solving unique issues as they occur while managing competing deadlines.

Professional Standards:

- IRC staff must adhere to the values and principles outlined in IRC Way – Global Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti-Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Minimum Requirements:

- Bachelor's Degree in a relevant field (International affairs, development, project management) with strong record of academic performance
- At least 1 years of international work experience in the Horn of Africa region
- Experience in grants management or program development
- Working knowledge of USG (USAID/OFDA), European (ECHO, SV), DFID and UN donor regulations, procedures and compliance requirements
- Professional report writing experience for major donors, including: ECHO, USAID/OFDA, UNICEF, UNHCR, SV and private funders.
- In-depth understanding of grants management procedures the grants cycle, procurement and financial best practices is a strong advantage
- Fluent in English, preferably conversational in a second UN language
- Knowledge of the Somali language and context is a strong advantage, but not required
- Able to work well both within a team and independently, in a challenging and fast-moving multicultural environment.
- Good communicator with strong organizational, time management and analytical skills
- Excellent computer skills and competency in Word, Excel and PowerPoint;
- Excellent organizational skills and ability to determine priorities and meet multiple deadlines
- Willingness to travel frequently to Somalia
- International allowances are not available for this position

Full description of this position and application details can be viewed through our website: <https://www.rescue.org/careers>

Deadline for Applications: 23rd June 2017. Applications will be reviewed on a rolling basis.

International Allowances are not available for this position.