**TERMS OF REFERENCE**

**Grant Manager**

- **Duty Station:** Mogadishu, Somalia
- **Position Title:** Grants Manager- Dan Guud Project
- **Classification:** Consultant for the Benadir Administration
- **Duration:** 6-month, with possibility of extension
- **Salary:** $1,500 USD per month

The overall objective of the *Dan Guud Project* is to promote stability in Mogadishu through targeted interventions that foster good governance, safety and economic recovery.

**General Functions:**

Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the Deputy Mayor, and under overall supervision by the Program Coordinator and under direct supervision of the Sr. Project Advisor, the grants Manager in Coordination with the Operations manager in Nairobi support office will be the principle monitor of the Dan Guud programme grant activities, with the overall responsibility of ensuring that grant content and process consistently meet programme objectives, and donor standards. The responsibilities will also include the narrative, financial, logistical and other content of each grant.

The Grants Manager will strengthen and maintain the necessary administrative structures, systems and processes within Dan Guud unit, in order to ensure grant transparency, smooth implementation, reporting, requisite controls and monitoring. Successful performance will result in a transparent tracking of Dan Guud grant activities, as well as a robust flow of information between Dan Guud unit and Nairobi support office.

The grants Manager will be based within Benadir Administration and work closely with the Deputy Mayor’s office. In particular, he/she will:

1. **Oversee the Dan Guud Grants Administration Unit and related staff in support of the rapid development, tracking and control of grant ideas and approved grant activities.**
2. **Manage, modify, update and maintain Dan Guud Activity Database to ensure that all hardcopy and electronic documents for all grants are completed, filed and in order.**
3. **Be responsible for the overall quality of grants documentation in the field, in English, and for the timely entry of all relevant grant information; serve as a focal point for all changes made to grant records and grant approvals in the Database.**
4. **Review the narrative components of all grants and reports closely to ensure that the grant development process and approved grant records successfully convey the goals and strategic objectives of the programme.**
5. **Track the Dan Guud grant process including, but not limited, to financial and procurement aspects to ensure appropriate standards of accounting and controls are met, and programmatic aspects to ensure that grant activities reflect the overall ‘intentionality’ and objectives of the programme.**
6. Establish and maintain the reporting system of programmatic activity for donors, and counterparts within the programme, Provide to support office in Nairobi weekly activity notes/grant updates, and undertake a weekly upload of the grant Database to the donor, and all other requested grant-related information.

7. Supervise the staff of the Grants Administration Unit team (finance, procurement, Database); provide training on all related aspects of the grants process and database, and ensure the overall integrity of performance within the Grants Administration Unit.

8. Liaise with the operations manager and other programme counterparts in Nairobi as needed to revise and update the database, including submission of grant and budget amendments, if required.

9. Maintain an extensive filing system in Mogadishu, produce reports as requested by the Operations Manager;

10. Perform such other duties as may be assigned.

Desirable Qualifications:

1. University degree in Business Administration, Management or a related field; or an equivalent combination of related education, training and professional experience;

2. five years’ professional experience or an equivalent period of training and professional experience;

3. significant reporting and database experience required, preferably with Microsoft Access; at least three years of experience in operational activities in a post-crisis or emergency area;

4. previous experience in community-based and/or small-grants programming; infrastructure works, procurement and civil-society strengthening desirable;

5. experience managing staff from diverse environments and backgrounds;

6. Excellent communication and writing skills; ability to analyze complex problems and to prepare clear and concise reports;

7. high level of computer literacy;

8. strong budgeting and general analytical skills;

9. familiarity with financial management, and ability to supervise staff in a dynamic, operational programme environment;

10. personal commitment, drive for results, and adaptability in the workplace;

11. ability to work long hours under difficult conditions while maintaining security awareness;

12. Fluency in spoken and written English and Somali required

How to apply:
Interested candidates must send a CV/resume to danguud.benadir@gmail.com.

Write “Grants Manager” in the SUBJECT LINE.

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.

Closing date: November 04, 2011